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Haywood Technical Institute

North Carolina State
Raleigh

1971-1973
CATALOG
ISSUE

229



LAKE JUNALUSKA

PHONE
704/627-2832

In The Heart of The Smoky Mountains

CLYDE
NORTH CAROLINA
28721

SCHOOL CALENDAR

WINTER QUARTER 1972

Classes Begin	Monday, January 3
Last Day to Register, Drop or Add Courses	Monday, January 10
Registration for Spring Quarter	Wednesday, Thursday, Friday, March 15, 16, 17
Quarter Ends 5:00 P. M.	Friday, March 17

SPRING QUARTER 1972

Classes Begin	Wednesday, March 22
Last Day to Register, Drop, or Add Courses	Wednesday, March 29
Easter Holidays	Friday, March 31, and Monday, April 3
Memorial Holiday	Monday, May 29
Registration for Summer Quarter	Wednesday, Thursday, Friday, June 7, 8, 9
Quarter Ends 5:00 P. M.	Friday, June 9

SUMMER QUARTER 1972

Classes Begin	Wednesday, July 5
Last Day to Register, Drop, or Add Courses	Wednesday, July 12
Labor Day Holiday	Monday, September 4
Registration of Currently Enrolled Students	Monday, Tuesday, Wednesday, September 18, 19, 20
Quarter Ends 5:00 P. M.	Wednesday, September 20

FALL QUARTER 1972

Registration of New Students	Monday, September 25
Classes Begin	Tuesday, September 26
Last Day to Register, Drop, or Add Courses	Tuesday, October 3
Thanksgiving Holidays	Wednesday, Thursday, Friday, November 22, 23, 24
Registration for Winter Quarter	Wednesday, Thursday, Friday, December 13, 14, 15
Quarter Ends 5:00 P. M.	Friday, December 15



The late Mr. A. L. Freedlander, industrialist, made the new HTI campus possible by his generous gift.

Haywood Technical Institute

GENERAL CATALOGUE 1971 - 1973

RECOGNIZED AND APPROVED BY

North Carolina State Board of Education
North Carolina Department of Community Colleges
North Carolina Department of Public Instruction
Veterans Administration
North Carolina Board of Nursing
Correspondent with Southern Association of Schools and Colleges
Society of American Foresters

MEMBER OF

N. C. Trustees Assoc. of Community Education Institutions, Inc.
North Carolina Department of Community Colleges
Student Services Personnel Association
The Association of Occupational Curriculum Directors and Supervisors
North Carolina Association of Public Community Colleges Presidents
American Association of Junior Colleges
Southern Association of Junior Colleges

POST OFFICE BOX 457, CLYDE, NORTH CAROLINA 28721

NOTE

Haywood Technical Institute issues this catalogue for the purpose of furnishing prospective students and other interested persons with information about the institution and its programs. Announcements contained herein are subject to change without notice and may not be regarded in the nature of binding obligations on the Institute or the State. Efforts will be made to keep changes to a minimum, but changes in policy by the State Board of Education, the Department of Community Colleges, or by local conditions may make some alterations in curriculums, fees, etc., necessary.

VISITORS

Visitors, and in particular prospective students, are always welcome at Haywood Technical Institute. The Director of Students' will provide guide service for groups or individuals on week days between 8:00 a.m. and 4:00 p.m. Questions about the school and its programs will be answered by a member of the student personnel office.

On The Cover

Lake Junaluska near Waynesville is just one of many beautiful sights at the entrance to The Great Smoky Mountains and only five minutes drive from the Haywood Technical Institute campus..

The scene is taken from a tall point directly overlooking the lake. A huge lighted cross dominates this point.

Lake Junaluska is internationally known as a Methodist Assembly Ground and as a Methodist Youth Summer Center.

**After May, 1972
our number
will be 627-2821**

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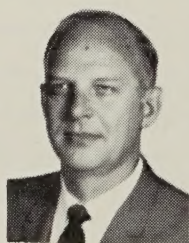
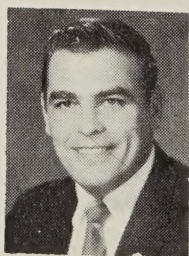
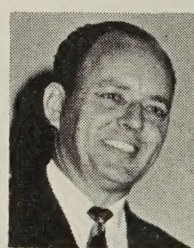
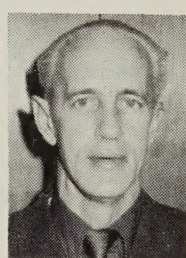
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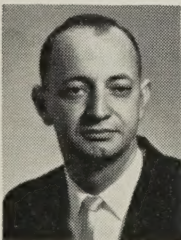
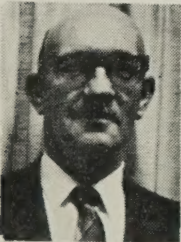
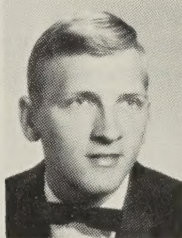
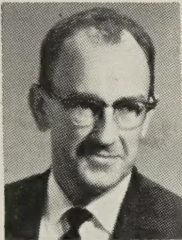
Board of Trustees

W. CURTIS RUSS, Chairman	<i>Editor, Waynesville Mountaineer</i>
MISS MARY CORNWELL	<i>Haywood County Home Economics Extension Agent</i>
ERNEST MESSER	<i>State Representative, Official of Champion Papers, Inc.</i>
T. HUGH ROGERS	<i>Businessman</i>
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PINK FRANCIS	<i>Agriculture - Apple Grower and Poultry</i>
LEE FINGER	<i>General Plant Manager, Dayco Southern, Inc.</i>



Administration

M. C. NIX	President
B.S., (Berea College); M.Ed., (N. C. State University)	
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B.S., (Michigan State University); M.Ed. (East Carolina University)	
WALTER L. JAMES	Director of Student Personnel
B.S., M.Ed. (Western Carolina University)	
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B.S.; Advanced Graduate Study (Western Carolina University)	
BENJAMIN T. PRICE	Director of Evening Programs
B.S.; M.Ed. (Western Carolina University)	
L. J. MOORE	Director of Extension
B.S.; M.Ed. (Western Carolina University)	
HUGH H. CONSTANCE	Director of Special Programs
B.S.; Advanced Graduate Study (Western Carolina University)	
WANDA S. WINECOFF	Director of Crafts
B.S. (Berea College)	



Staff

MRS. BLANCHE C. BURNETTE	Bookkeeper
MRS. RUTH MOORE	Assistant Bookkeeper
MRS. BETTY F. JAMES	Secretary
MRS. SHERRY HILL	Secretary
MRS. BARBARA R. BAITY	Secretary
MRS. ELSIE HYATT	Secretary
MISS SHARON COCHRAN	Secretary
MISS TERRI BARRETT	Secretary
MRS. CAROLYN COOPER	Secretary
MISS LINDA COOKE	Secretary
MISS LINDA CALDWELL	Library Aide

Faculty

AGRICULTURAL AND BIOLOGICAL EDUCATION

WALTER D. RICE	<i>Chairman</i>
B.S.F., Forest Management; M.S.F. (University of Florida)	
JACK A. BRODHAGE	<i>Head, Forestry Department</i>
B.S.F. (University of Missouri), M.A. (Western Carolina University)	
STEVE STAFFORD	<i>Instructor, Wildlife</i>
B.S. (Stetson University, Deland, Florida)	
JAMES EDWARD COFFIN	<i>Instructor, Forestry</i>
B.F. Forestry (Stephen F. Austin State University)	
JOHN WILLIAM CRITES	<i>Head, Wood Products Department</i>
B.S. (West Virginia University), M.S. (University of Montana)	
ALAN MORGAN NEILSON	<i>Instructor</i>
B.S., Wood Technology (North Carolina State University)	
WILLIAM R. SHULER	<i>Instructor, Horticulture</i>
B.S. (North Carolina State); Advanced Graduate Study (U.S.C.)	
TOM NICKLESS	<i>Instructor, Horticulture</i>
B.S. (Clemson University); M.S. (University of Florida)	
GEORGE BLAKE WRIGHT	<i>Sawyer and Millwright Instructor</i>
ANDY J. CLOER	<i>Lumber Inspector Instructor</i>
WILLIAM A. CLOER	<i>Saw Filer Instructor</i>
WOODROW ROWLAND	<i>Millwright Instructor</i>
MONDEE MONTEITH	<i>Lumber Inspector Instructor</i>

BUSINESS EDUCATION

JAMES ROY MOODY	<i>Chairman</i>
B.S. (Appalachian State University), M.Ed. (Western Carolina University)	
H. DWAIN PERRY	<i>Instructor</i>
B.S., M.Ed. (Western Carolina University)	
WILLIAM F. RHODARMER	<i>Instructor</i>
B.S. (University of North Carolina at Chapel Hill)	
DARLENE C. HODGES	<i>Instructor</i>
B.S. (Western Carolina University), M.A. (George Peabody College)	
ELIZABETH O'BRYEN COFFIN	<i>Instructor</i>
B.A. (University of Florida), M.Ed. (Stephen F. Austin State University)	
RALPH WAYNE HAWKINS	<i>Instructor</i>
B.A. (Mars Hill College), M.Ed. (Western Carolina University)	

HEALTH OCCUPATIONS

MISS RUBY HENSON	<i>Head, Practical Nurse Education</i>
R.N. (Memorial Mission School of Nursing)	
MRS. DOROTHY WOOD	<i>Instructor</i>
R.N. (Memorial Mission School of Nursing), B.S.N. (Mars Hill College)	
PAULINE INMAN SINGLETON	<i>Instructor</i>
R.N. (Memorial Mission School of Nursing)	
MRS. BARBARA F. ENSLEY	<i>Head, Medical Office Assistant</i>
B.S.N. (University of Tennessee)	

VOCATIONAL EDUCATION

CECIL W. BECK	<i>Chairman</i>
B.S.; Advanced Graduate Study (East Tennessee State)	
THOMAS E. TRIMBLE	<i>Instructor</i>
<i>Air Conditioning, Heating, and Refrigeration</i>	
SHEA WINES	<i>Instructor, Automotive Mechanics</i>
ELDON M. BURNETTE	<i>Instructor, Electrical Installation and Maintenance</i>
OTTO ROSS	<i>Instructor, Watchmaking</i>

HOWARD HALL	<i>Instructor, Carpentry</i>
WILLIAM MASSEY	<i>Instructor, Masonry</i>
ROBERT PITTS	<i>Instructor, Automotive Body</i>
CLAUDE PROYLES	<i>Welding Instructor</i>
ROBERT WILSON	<i>Welding Instructor</i>
JIM RHEA	<i>Machinist Instructor</i>

PROGRAMMED LEARNING CENTER

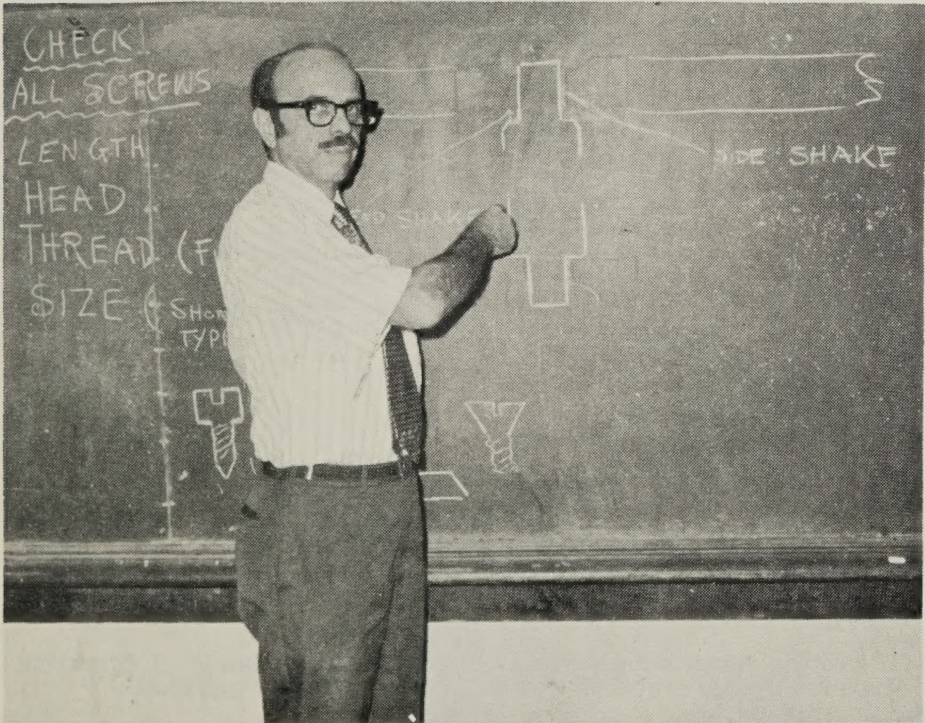
DOUGLAS LEE MAYNARD	<i>Coordinator</i>
B.A. (Western Carolina University), M.A. (East Carolina University)	
MRS. AGNES W. CALDWELL	<i>Coordinator</i>
B.S. (Appalachian State University)	
CARROLL JAMES MORROW	<i>Coordinator</i>
B.S. (Western Carolina University)	

LIBRARY

MRS. PAULINE D. DILLARD	<i>Librarian</i>
B.S. & M.A. (Western Carolina University)	
MISS SUE ARLENE DAVIS	<i>Assistant Librarian</i>
B.A. (Mars Hill College), M.A. (Appalachian State University)	

CUSTODIAL

JAMES LEATHERWOOD
KEN MILNER



History

Haywood Technical Institute is a Unit of the North Carolina Community College System and is located in Clyde, North Carolina. The school is accessible by U. S. 19 & 23, a four-lane highway and by the Clyde exit from Interstate 40.

The school was established as Haywood Industrial Education Center on August 1, 1965, and was first housed in Patton School, Canton, North Carolina. In 1966, the School was moved to the Old Clyde High School campus to remain until completion of its own campus in June, 1972.

Haywood Technical Institute's first curriculum program, Practical Nurse Education was begun in the fall of 1965.

In 1966, three one-year Vocational and two two-year Technical programs were begun. In the years up to fall, 1971, other departments and courses have been added until the Institute now offers 22 full-time curriculum programs as well as an ever expanding range of Extension Programs, Adult Basic Education courses, and remedial programs.

Haywood Tech's first hopes of a permanent campus became a reality in 1968: Mr. A. L. Freedlander, Chairman of the Board, Dayco Southern, donated \$250,000 which was then matched by the people of Haywood County with donations of \$140,000 by subscription; The County Commissioners and County Board of Education made a donation of \$150,000; \$450,000 was appropriated by the Appalachian Regional Commission and \$250,000 by Vocational Education. Other donations amounting to \$700,000 will make our new campus, including land, two sawmills, greenhouses, etc., worth approximately \$1,940,000.

This site for the permanent campus is said to be one of the best in the entire Community College System. The new campus will be occupied no later than June, 1972.

STATEMENT OF PURPOSE

Haywood Technical Institute provides appropriate, economical, nearby learning opportunities for those beyond the normal high school age. These opportunities range, depending upon individual needs and previous educational achievements, from the first grade level through the second year of college, including vocational, technical, and general adult training to all of suitable age who wish to learn and can profit from the instruction provided.

OBJECTIVES

1. To provide **expanded educational opportunities** for thousands of young people and adults who would not otherwise continue their education.
2. To provide **relatively inexpensive, nearby educational opportunities** for high school graduates, school dropouts, and adults.
3. To provide **technician programs** consisting of studies leading to the Associate Degree.
4. To provide **vocational programs** of less than technician level, preparing students for jobs requiring different levels of ability and skill.
5. To provide programs of **vocational education for employed adults** who need training or re-training, or who can otherwise profit from the program.
6. To provide short courses that will meet the **general adult and community service needs** of the people of the community.

General Information

DIPLOMA

A diploma is awarded a student who completes a diploma program with a general grade average of "C" or better in his major field of study and who has at least two quality points for each quarter hour earned in his total program.

DEGREE

In August, 1965, the North Carolina State Board of Education licensed the Board of Trustees of the Haywood Technical Institute to award the Associate in Applied Science Degree in those curricula approved by the State Board of Education. The Associate in Applied Science Degree is a two-year college degree. A degree is awarded to a student who completes a degree program with a general grade of "C" or better in his major field of study and who has at least two quality points for each quarter hour earned in his total program.

COUNSELING AND TESTING

Preadmission testing is required for all curriculums unless otherwise specified. The staff of the Student Personnel Office administers these tests at 10 a.m., Thursdays or by special appointment. Your interpretation interview can be held at your convenience.



STUDENT PUBLICATIONS

The Historian is the Institution's annual. Its purpose is threefold:

1. To provide a lasting record and history of the Institute's growth and development.
2. To create and stimulate interests and initiative within the student body.
3. To provide memories of bygone days.

It is published by the students each regular school year.

Other periodicals will be published from time to time.

PLACEMENT SERVICE

Haywood Technical Institute operates the Placement Service to coordinate and direct activities concerned with assistance to graduates in the solution of their problems in connection with post-school employment. The principal function of the office is to serve as an intermediary agency between the student and prospective employers. Of greatest importance is the assembling of permanent records on each student which include academic information, work experiences, personal references, and other pertinent data which will aid prospective employers in considering students for particular positions. Persons who desire the assistance of this office in matters of placement are invited to contact Director of Students, Haywood Technical Institute.

LIVING ACCOMODATIONS

All correspondence regarding housing should be addressed to the Director of Students, Haywood Technical Institute.

STUDENT LOUNGE

A refreshment and lounge area equipped with a variety of modern vending machines is provided for the convenience of students and faculty. Foods and drinks may not be carried into a classroom, shop, or laboratory.

MOTOR VEHICLES

Motor vehicle regulations of the school apply to any vehicle which requires a state license. All vehicles must be registered in the Director of Student's office and willful failure to register a motor vehicle subjects the student to suspension from classes.

STUDENT COUNCIL

The purpose of the student council is to promote in each student a personal sense of pride and responsibility for his or her school, country, and to accept his democratic responsibilities as an American citizen.

The student council acts as an intermediary between the student body and the administration of the school, serving to crystalize student opinion and to present that opinion for the consideration of the administration. It likewise cooperates with the administration in the coordination and supervision of student activities.

BOOKSTORE

Haywood Technical Institute maintains a bookstore for the convenience of the student body. Students are able to purchase needed textbooks, supplies and equipment. The Bookstore operates from 8:00 A.M. till 4:00 P.M.; 6:45 P.M. till 9:00 P.M. each day, Monday through Friday each quarter during the regularly scheduled classes.

FOR INFORMATION

Prospective students should address letters requesting the catalog, brochures, and application blanks to the Director of Student Personnel, Haywood Technical Institute, P. O. Box 457, Clyde, North Carolina 28721.

CONDUCT AND STANDARDS

Haywood Technical Institute has a genuine concern for the integrity of all students enrolled. Students are required to conduct themselves in a mature and responsible manner.

The minimum rules of conduct are laid down; the concept of a lady or a gentleman should take care of the rest.

Rules for automobiles and parking must be strictly adhered to.

1. Each student is held responsible for information published through notices and announcements placed on bulletin boards.
2. Students who negligently lose, damage, destroy, sell, or otherwise dispose of school property placed in their possession or entrusted to them will be charged for the full extent of the damage or loss and subject to disciplinary action.
3. Under no condition will alcoholic beverages or narcotics be permitted in or on the school property. No one under the influence of alcohol or narcotics will be allowed on school premises. Any violation of this regulation will result in expulsion from the Institute on the first offense.
4. Students who engage in such acts as stealing, gambling, profane language, personal combat, and possession of firearms and dangerous weapons are liable to disciplinary action.
5. Smoking is prohibited in all classrooms, laboratories, and shops at all times.
6. Students are expected to make use of the disposal containers in the halls, shops, and classrooms when discarding materials.
7. Students will be expected to dress in an appropriate manner at all times.
8. Due to the amount of danger areas in the Institute, students are asked not to bring children to class with them.
9. Students must remember that when entering and leaving the school parking areas they must always proceed with caution.
10. Drinking of soft drinks, milkshakes, and coffee, as well as eating of food, is allowed only in designated areas. Drinks and food should be kept within the limits of the student lounge or out-of-doors.
11. Parking is allowed only in designated areas at the temporary campus. Faculty and staff parking is allowed by special permission of the Town of Clyde on Broad Street in front of the school. The town has not otherwise zoned this street for parking. Student parking is provided across the river and in the H. T. I. parking lot there. During the academic year no vehicles are allowed anywhere on the school grounds. Convenient and adequate student and faculty parking areas are an integral part of the new campus.

Admission For Curriculum Programs

GENERAL QUALIFICATIONS

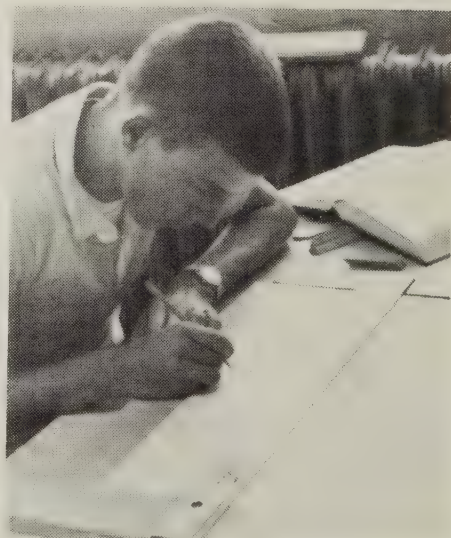
The applicant should be a high school graduate or be able to demonstrate experience and mental growth equivalent to that of a high school graduate. Note: Students interested in Health Occupation Programs will be required a physical examination and other credentials.

ADMISSION PROCEDURE

Persons wishing to enroll at the Institute, either part-time or full-time must complete the application process required for the program of your choice. These requirements are listed below.

1. Application Forms—Required of all applicants for any program offered.
2. High School Diploma or equivalent required for all Associate Degree Programs.
3. High School Transcript or equivalent required for all Diploma Programs.
4. Special Requirements—Special testing is required for courses such as Watchmaking. Occupation programs such as Nursing require Physical Exams and other criteria.

All prospective students should plan to visit the institute and have a personal interview with the Student Personnel Staff as you begin your planning. All applications, transcripts, and requests for information should be directed to the Office of Student Personnel, Haywood Technical Institute, P. O. Box 457, Clyde, North Carolina 28721.





TRANSFER OF CREDITS

Quarter hours of credit earned at the Haywood Technical Institute can be transferred to any of the institutions under the Department of Community Colleges in North Carolina. Transfer of credits to institutions other than North Carolina's System of Community Colleges would be determined by the institution to which the student wished to transfer. Grades transferred between institutions of the Department of Community Colleges would be accepted as recorded.

Students who have not taken a course at the Institute, but wish to receive credit by examination, may do so provided the respective Department Chairman approves, and a satisfactory score on the examination is made. Students who receive credit by examination will receive a grade of "C" for the course.

SPECIAL INTEREST COURSES

Any course offered by the Institute which may be taken without prerequisite courses is open to anyone who will complete an application form, register for the course during the first five days of any quarter and pay the tuition rate of \$2.50 per quarter hour of credit. Tuition is due and payable at the time of registration.

Once a student has satisfactorily completed 12 credit hours of work through Special Interest Courses in any single field of study, say Business, the student will automatically become a regular curriculum student in that field and will be subject to the same requirements as a regular student.

SPECIAL STUDENTS

Those students with particular needs or problems will be given all possible assistance the Institute can render. Those students desiring to attend the Institute under this classification should set up an appointment with the Director of Students. Individual programs of study will be worked out if both the Director's Office and the interested party feel that participation would prove beneficial. This program does not lead toward a degree or diploma.

Expenses

TUITION PER QUARTER

Tuition \$ 32.00

Tuition for students taking twelve or less quarter hours of credit will be \$2.50 per quarter hour of credit. Tuition is due and payable at the time of registration.

Student Activity Fee

The Student Activity Fee for each full-time student is \$12 per academic year. This fee is due and payable at the fall registration and is non-refundable. Part-time students may elect to pay the Student Activity Fee and enjoy its benefits. Full-time students enrolling in subsequent quarters will be charged on a pro rata basis.

OUT-OF-STATE STUDENTS

North Carolina State law requires that any student whose legal residence is outside the State of North Carolina, or, in the case of minor students whose parents (or) guardians live outside of the state, must pay registration and tuition fees in the amount of \$100 per quarter.

To qualify for in-state tuition, a legal resident must have maintained his domicile in North Carolina for no less than twelve months (continuous) immediately preceding the date of first enrollment, or re-enrollment, in an institution of higher education in this state. Past student status does not constitute eligibility, nor does ownership of property or payment of taxes.

A minor is any person who has not reached the age of eighteen years. The legal residence of a minor is that of his parents.

STUDENT INSURANCE

Certain risks are inherent in any work involving regular contact with mechanical and electrical equipment. While stringent precautions will be taken to insure safety, it is felt to be in the interest of all students to provide some measure of insurance protection.

A group policy providing the desired insurance protection will be maintained in effect by the Institute and all students will be **REQUIRED** to subscribe to such coverage. The cost of accident insurance to the student will be approximately \$2.75 per year.

TEXTBOOKS

Students are required to purchase their textbooks. For their convenience, the Institute maintains a bookstore in which books, uniforms, and other required times necessary to a program of study, may be purchased by the student. The cost of these items varies according to the program the student elects to pursue.

REFUNDS

- A. Tuition refund for students shall not be made unless the student is in the judgment of the institution, compelled to withdraw for unavoidable reasons. In such cases, two-third (2/3) of the student's tuition may be refunded if the student withdraws within ten (10) calendar days after the first day of classes as published in the school calendar. Tuition refunds will not be considered after that time. Tuition refunds will not be considered for tuitions of five dollars (\$5.00) or less, except if a course or curriculum fails to materialize, all the students' tuitions shall be refunded.
- B. In order to comply with federal regulations in institutions not regionally accredited, the State Board authorized modification of the tuition refund policy so that veterans or war orphans receiving benefits under U. S. Code, Title 38, Chapters 33 and 35, can be refunded the pro rata portion of the tuition fee not used up at the time of withdrawal of such students.
- C. Where a student, having paid the required tuition and fees for a quarter, withdraws from the institution before the end of the quarter and the reasons for the withdrawal are found excusable by the institution's administration, the student may be allowed credit for unrefunded tuition and fees if he applies for re-admission during any of the next four calendar quarters and petitions in writing to be allowed such credit.

LATE REGISTRATION

A student registering later than the date designated as registration day, must pay an additional fee of \$5.00.

CREDIT FOR WORK COMPLETED

No degree, diploma or certificate will be granted, or a transcript of credits furnished a student until all financial obligations to the Institute, other than student loans, have been paid. Transcripts will not be issued to persons not meeting due payments on student loans.

All previously incurred expenses and accounts at the Institute must be fully paid before a student may re-enter at the beginning of any quarter.

FINANCIAL ASSISTANCE

The Haywood Technical Institute program of financial assistance to students is administered by the Director of Student Personnel. General inquiries about financial assistance should be addressed to Director of Student Personnel, Haywood Technical Institute, P. O. Box 457, Clyde, North Carolina 28721.

Three types of financial aid—scholarships, loans, and student employment (work-study)—are available to students who cannot otherwise meet the costs of a college education. One or more of these types may be used in assisting each approved applicant. Although the school cannot guarantee all necessary assistance to every applicant, more than one-fourth of our student body currently receives some form of financial aid.

REHABILITATION

The Haywood Technical Institute has students enrolled in full-time curriculums who are liberally helped by the North Carolina Department Public Instruction, Division of Vocational Rehabilitation.

The Federal Government offers a similar program of rehabilitation for veterans and war orphans.

VETERANS AND WAR ORPHANS

Haywood Technical Institute is an approved Veterans Administration Institution sanctioned to offer programs of study to eligible veterans and war orphans under Chapter 35, Title 38, United States Code.

Eligible persons should contact their local Veterans Administration office or Veterans Administration Regional office, Winston-Salem.

STUDENT HOUSING

Although the Institute does not have dormitory facilities, a list of persons interested in renting rooms or apartments to Institute students, is available. A current list of Haywood County residents offering these facilities may be obtained from the Director of Students upon request. Cost will vary, but will range between \$25.00 and \$50.00 per month, according to the livability and convenience. The guidance staff will assist interested students in locating adequate housing.

Academic Information

QUARTER SYSTEM

The Haywood Technical Institute operates on the Quarter Plan. The Fall, Winter, Spring, and Summer Quarters are each approximately eleven weeks in length. The institute is in session five days each week.

CREDITS FOR PREVIOUS TRAINING

Educational work completed by the student in other accredited schools may, where applicable, be accredited toward the requirements of an Institute diploma or degree program. Students are expected to file transcript of all previous work. A minimum of two quarters or residence is required for graduation.

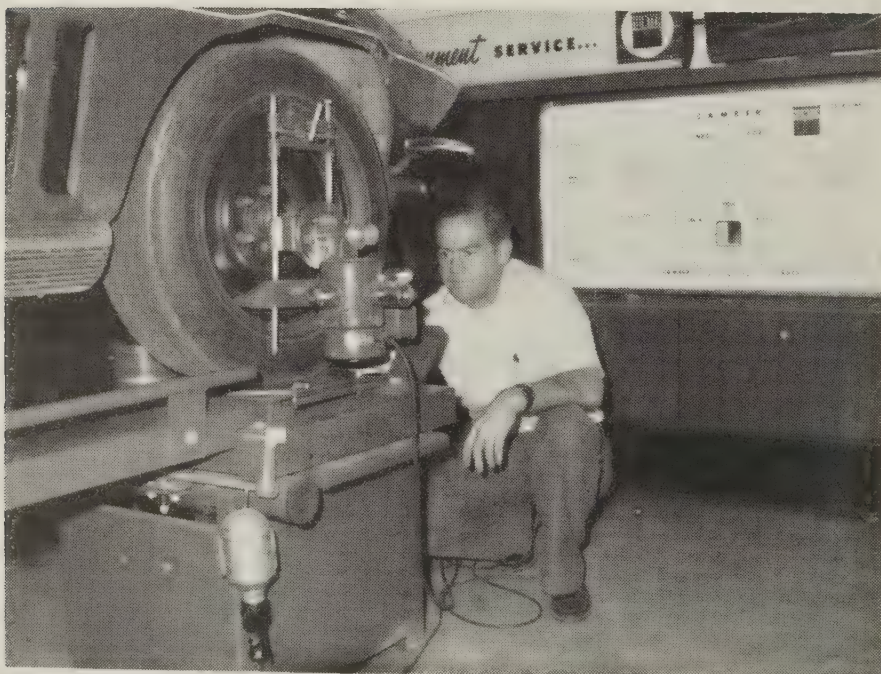
PROGRESS AND COURSE SELECTION

No student will be permitted to major in more than one curriculum at a time.

An evaluation of the progress of the student will be made each quarter; if the work is found unsatisfactory, the student will be called in for counseling. After consultation with the counselor, another quarter for improvement may be granted or the student may be advised to change to a course more agreeable to his ability and background. Any student who desires to change his program of studies should first discuss it with the Department Chairman and with the Director of Students.

REGISTRATION

Beginning students in any program are required to register on the day designated as registration day in the catalogue calendar. Current students



are required to register for the upcoming quarter on the day designated during the final week of the current quarter. Due to extra bookkeeping and records involved, any one registering after these dates will be required to pay an additional \$5.00 fee.

CREDIT

Quarter hours of credit are awarded as follows: one quarter hour of credit for each hour per week of class work, one quarter hour of credit for each two hours per week of laboratory work, and one quarter hour for each three hours of shop or field practice per week.

Hours of credit earned can be transferred to other Community Colleges.

SCHOLARSHIPS

A quality point system is used to calculate all student scholarship standings. The grades: A, B, C, D, F, and I are used by this Institute; A is the highest grade given, D is the lowest passing grade, and F is a failing grade. A grade of "I" must be removed during the next quarter the student is enrolled in the Institute or it becomes a failure automatically. If the student does not return to school, the "I" must be removed within one year or it automatically becomes an F. An F may not be removed by repeating the course.

EXPLANATION OF GRADES

A—Excellent (93-100)

B—Good (86-92)

C—Average (78-85)

D—Passing (70-77)

*F—Failure

WP—Withdrawal Passing

WF—Withdrawal Failing

I—Incomplete

*Course must be repeated to secure credit.

In terms of quality points, a grade of A earns four quality points per quarter hour; the grade B earns three quality points per quarter hour; the grade C earns two quality points per quarter hour; the grade D earns one quality point per quarter hour. After the close of each quarter, term reports of all students in all their studies are sent to parents or guardians.

HONOR ROLL

The Honor Roll is composed of students who make at least three (3) quality points per credit hour on all work taken with no grade below C.

DEAN'S LIST

The Dean's List is composed of students who are enrolled in a minimum of twelve (12) quarter hours of credit and have no grade below A on all work taken.

ABSENCES

The Institute operates under the general principle that class attendance is necessary. The following criteria govern all class absences:

1. Each student will be allowed one cut per quarter for each day that the course meets per week. Example: Typing meets 5 days per week, 5 cuts are allowed in typing per quarter.
2. The only absences which will be handled or excused by the Student Personnel Office will be those absences due to extended illnesses or family emergencies which are three days or more in length and which are supported by a doctor's statement or other evidence of emergency. Shorter illnesses or emergencies will be handled by your allowed cuts automatically. This is the purpose of a cut system.

3. Cuts are not valid on days of announced tests unless supported by evidence of sickness or family emergency presented to the instructor immediately following the missed test. In this case, while you are still using a cut, you would be allowed to make up the test. All work missed during any absence is the responsibility of the student and it is up to the individual instructor as to when and how it can be made up.
4. Three tardies to any class constitute one cut.
5. The basic Community College System rule of a minimum of 75% attendance for credit in any course must apply, no matter what the reasons for the absences.
6. Each absence beyond the number automatically allowed in cuts, will result in the loss of one quality point credit for that absence.

REQUIREMENTS FOR GRADUATION

A student must have a general grade average of C or better in his field of study and must have at least two (2) quality points for each quarter hour of credit earned in his total program in order to graduate and receive a diploma or degree. Presence at graduating exercises is a requirement for prospective diploma or degree recipients except when permission for absentia has been granted by the Director of Students. A written request for such a permission must be made at least thirty (30) days before commencement and is subject to approval or disapproval by the Director of Student Personnel.

WITHDRAWALS FROM SCHOOL OR CLASS

A student must arrange official procedures through his faculty advisor or head of department. Failure to officially withdraw at anytime within the quarter will result in a "F" for the student on all courses enrolled and the students records will not be released.

A student officially withdrawing during the first five days of a quarter will not be penalized and will receive no grades.

Explanation of Grade "WP" or "WF"

"WP" — Withdrawal, passing — indicates the student withdrew from the course in which he had a passing grade at time of withdrawal. No quality points computed.

"WF" — Withdrawal, failing — indicates the student withdrew from the course after the period of withdrawal without penalty, with a failing grade at the time of withdrawal. No quality points computed.

A student that withdraws officially from school during the quarter will be given a grade of "WP" or "WF" on all courses for which he is enrolled, according to grade status at the time of withdrawal. Quality points will not be computed nor credit given.

A student that withdraws from a course after the sixth week of the quarter will be given a grade of "F" on that course and quality points will be computed.

STUDENT LOAD

Twelve quarter hours constitutes the minimum quarterly load for full-time student status at H. T. I. There are no restrictions as to the maximum load allowed.

The Veterans Administration requires a minimum of 25 clock hours of attendance per week in a Technical curriculum and 30 clock hours minimum in a Vocational curriculum in order for the veteran to be eligible for full V. A. benefits. Less than full-time attendance lowers the V. A. benefits proportionately.

Social Security recipients are required a minimum of 20 clock hours per week.

Evening and Extension Classes

GENERAL INFORMATION

Haywood Technical Institute can offer a diversity of classes other than those courses offered in its regular curricula. Not only are courses offered at the Institute, but for groups in their own community. Because of the flexibility of Haywood Technical Institute's organization and its variety of courses, individuals of post-high school age, irrespective of their background, training, and experience, are welcomed and encouraged to participate in these classes. The Institute's aims include the extension of opportunities for improved living and the good life.

Through the Evening and Extension classes the Institute is able to extend its services to the adults in the community and promote the following:

- Supervisory Development Instruction
- Firemanship Instruction
- Law Enforcement Instruction
- Adult High School Education
- Technical Education
- Trade Education
- Industry Training
- Literacy Education

Through Extension, Haywood Technical Institute offers courses away from the main campus. The above services are extended to communities not only in all areas of Haywood County, but other counties as well.

REGISTRATION

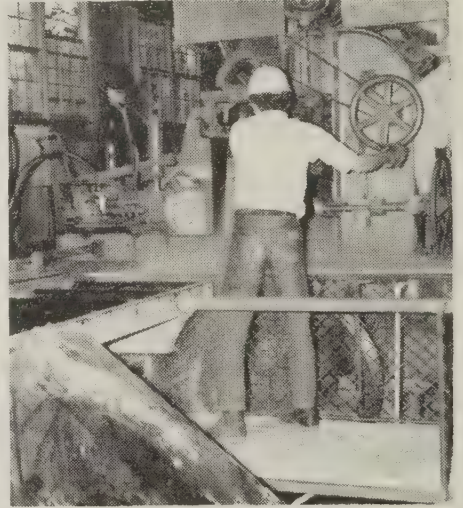
Registration for Evening and Extension will be conducted on the first night of class. Anyone wishing to register for a class at the Institute after the first class meeting will register at the office.

TUITION

There is no tuition for Extension Classes. There will be the cost of textbooks, manuals, special tools, or instruments if needed in a course.

SCHEDULE

The majority of these courses are offered two or four evenings each week between the hours of 6:00 P.M. and 10:00 P.M., Monday through Thursday.





AGRICULTURAL AND BIOLOGICAL EDUCATION

ASSOCIATE DEGREE CURRICULUMS

Forest Management
Forest Products Technology
Forest Recreation
Wildlife Management

DIPLOMA CURRICULUMS

Horticulture (18 mo.)
Lumber Inspector & Dry Kilning
Planer Mill Operator
Sawyer
Saw Filer



Forest Management Technology

The Forest Management Curriculum is designed to help students acquire technical knowledge, understandings, and abilities essential in developing and conserving forests and water resources for maximum production and income. Its objectives are to develop student understanding and ability in the principles and practices involved in the production and utilization of forests and the conservation of forest and water resources, with emphasis on practical application and in effective ways of communicating and dealing with individual human behavior in working with the public.

Graduates should be qualified for entry into positions as forest technicians with Federal and State forestry agencies and private forest industries. The graduate will have abilities in timber cruising, marking trees, forest surveying, log and tree scaling, procuring forest products, supervising forest cutting operations, locating and maintaining forest roads, forest protection, operating forestry equipment, preparing records, and performing various related technical activities.

	Hours Class	Per Week Lab	Qtr. hrs.
First Quarter			
T-ENG 101 Grammar	5	0	5
T-MAT 101 Technical Math	5	0	5
T-DFT 101 Technical Drafting	0	6	2
T-FOR 101 General Forestry	3	0	3
T-FOR 107 Tree Identification	1	6	3
	14	12	18

Second Quarter			
T-ENG 102 Grammar	5	0	5
T-MAT 102 Technical Math	5	0	5
T-AGR 129 Wildlife Science	3	3	4
T-DFT 120 Topographic Drawing	2	3	3
T-FOR 108 Tree Identification	0	3	1
T-BUS 102 Typing	2	3	3
	17	12	21

Third Quarter

	Forest			
T-FOR 102	Botany & Ecology	4	3	5
T-FOR 104	Basic Forest Mensuration	3	6	5
T-FOR 103	Safety & First Aid	0	3	1
T-ENG 103	Report Writing	3	0	3
T-FRC 101	Forest Recreation	3	0	3
		13	12	17

Fourth Quarter

T-CIV 101	Surveying	2	6	4
T-FOR 105	Forest Soils	2	3	3
T-FOR 215	Forest Insects & Disease & Parasites	2	3	3
T-FOR 206	Applied Forest Mensuration	2	9	5
		8	21	15

Fifth Quarter

T-ECO 102	Economics	3	0	3
T-ENG 204	Oral Communications	3	0	3
T-FOR 221	Applied Silviculture	2	3	3
T-FOR 208	Forest Surveying	2	3	3
T-FOR 217	Forest Fire Control	2	3	3
T-FOR 216	Forest Equipment	3	3	4
		15	12	19

Sixth Quarter

T-FOR 212	Forest Aerial Photography Interpretation	3	6	5
T-FOR 252	Forest Problems	2	9	5
T-SOC 110	Our National Heritage	3	0	3
T-FOR 220	Marketing & Utilization	2	3	3
		10	18	16

Seventh Quarter

T-FOR 109	Artificial Reforestation	2	3	3
T-FOR 218	Forest Field Seminar	0	9	3
T-BUS 110	Office Machines	2	2	3
T-BUS 115	Business Law	3	0	3
T-PSY 206	Applied Psychology	3	0	3
	Selected Elective	3	0	3
		13	14	18





Forest Products Technology

The Forest Products Technology Curriculum is designed to prepare students for entry into the extremely important industry of lumber production or primary wood processing. The manufacture and distribution of lumber involves the consideration of such items as building materials, veneer, ties, posts, poles, chips, and other products of a primary wood conversion nature. This field has many aspects including such activities as tree marking and harvesting; log transporting to a collection point for grading, sorting, and designation for the production of lumber; transporting to the sawmill for the steps of log breakdown, resawing, edging, trimming, rough grading, and stacking; air seasoning and kiln drying; and merchandising at the wholesale and retail levels.

Graduates of this curriculum should find numerous job opportunities with sawmill industries at the technical or mid-management levels from supervising the tree harvesting process to the various sawmill operations on to the merchandising of the primary wood products.

	Hours Lec.	Per Week Lab	Qtr. Hrs.
First Quarter			
T-ENG 101 Grammar	5	0	5
T-MAT 101 Technical Mathematics	5	0	5
T-DFT 101 Technical Drafting	0	6	2
T-FOR 107 Tree Identification	1	6	3
T-WPP 101 Introduction to Utilization	3	0	3
	14	12	18

Second Quarter

T-ENG 102 Composition	3	0	3
T-MAT 102 Technical Mathematics	5	0	5
T-FOR 101 General Forestry	3	0	3
T-FOR 103 Safety and First Aid	0	3	1
T-SOC 110 Our National Heritage	3	0	3
T-FOR 104 Basic Forest Mensuration	3	6	5
	17	9	20

Third Quarter

T-ENG 103 Report Writing	3	0	3
T-BUS 120 Accounting	5	2	6
T-CIV 101 Surveying	2	6	4
T-FOR 206 Applied Forest Mensuration	2	9	5
	12	17	18

Fourth Quarter

T-BUS 115 Business Law	3	0	3
T-ENG 204 Oral Communications	3	0	3
T-FOR 208 Forest Surveying	2	3	3
T-PSY 206 Applied Psychology	3	0	3
T-WPP 102 Wood Identification	1	3	2
T-WPP 203 Logging I	2	3	3
T-ECO 102 Economics	3	0	3
	17	9	20

Fifth Quarter

T-WPP 202 Sawmill Operation	2	6	4
T-WPP 204 Logging II	1	9	4
T-WPP 201 Lumber Grading	2	3	3
T-WPP 205 Mill Layout	2	2	3
	7	20	14

Sixth Quarter

T-WPP 202 Sawmill Operation	2	6	4
T-WPP 206 Wood Preservation	3	0	3
T-WPP 211 Blueprint Reading	2	3	4
T-WPP 207 Millwright I	3	6	5
	10	15	16

Seventh Quarter

T-WPP 209 Lumber Seasoning	3	3	4
T-WPP 210 Analysis of Sawmill Operations	2	3	3
T-FOR 220 Marketing & Utilization	2	3	3
T-FRC 210 Public Relations	3	0	3
T-WPP 208 Millwright II	3	6	5
	13	15	18





Forest Recreation Technology (Tentative)

The Forest Recreation Curriculum is designed to prepare students for entry into the rapidly expanding operation of providing for our population recreational facilities in a forest setting. Requirements for forest recreational sites and facilities range from undeveloped rustic camp sites to sophisticated, highly developed, completely modern facilities. The mushrooming demand for these facilities has helped to create the need for professional forest recreation specialists and accompanying technicians who, under the guidance of the professional, will be involved in the laying-out development, operation, and maintenance of forest recreation sites and facilities. In addition, he will learn effective means of communicating and dealing with individual human behavior problems peculiar to this occupation.

Graduates of this curriculum should find job opportunities with the U. S. Forest Service, the U. S. Park Service, and the Division of State Parks of the N. C. Department of Conservation and Development. In addition, they should be qualified to manage small, privately-operated, recreational facilities.

	Hours Per Class	Week Lab	Qtr. hrs.
First Quarter			
T-ENG 101 Grammar	5	0	5
T-MAT 101 Technical Math	5	0	5
T-DFT 101 Technical Drafting	0	6	2
T-FOR 101 General Forestry	3	0	3
T-FOR 107 Tree Identification	1	6	3
	14	12	18

Second Quarter

T-ENG 102 Grammar	5	0	5
T-MAT 102 Technical Math	5	0	5
T-WLF 101 Wildlife Science	3	3	4
T-FRC 102 Shrub Identification	1	3	2
T-BUS 102 Typing	2	3	3
	16	9	19

Third Quarter

T-FOR 102 Botany and Ecology	4	3	5
T-FOR 104 Basic Forest Mensuration	3	6	5
T-FOR 103 Safety & First Aid	0	3	1
T-ENG 103 Report Writing	3	0	3
T-FRC 101 Forest Recreation	3	0	3
	13	12	17

Fourth Quarter

T-CIV 101 Surveying	2	6	4
T-FOR 105 Forest Soils	2	3	3
T-DFT 120 Topographic Drawing	2	3	3
T-FOR 215 Forest Insects & Diseases	2	3	3
T-PSY 206 Applied Psychology	3	0	3
	11	15	16

Fifth Quarter

T-ECO 102 Economics	3	0	3
T-FOR 208 Forest Surveying	2	3	3
T-FOR 221 Applied Silviculture	2	3	3
T-FRC 201 Grounds Maintenance I	3	4	5
T-ENG 204 Oral Communications	3	0	3
T-FRC 207 Basic Electricity	3	3	4
	16	13	21

Sixth Quarter

T-FRC 202 Grounds Maintenance II	3	4	5
T-FRC 204 Wood Construction	3	3	4
T-FRC 205 Sanitation & Cleanliness	2	3	3
T-FRC 206 Blueprint Reading	2	3	3
T-SOC 110 Our National Heritage	3	0	3
	13	13	18

Seventh Quarter

T-FRC 203 Grounds Maintenance III	3	4	5
T-FRC 208 Water & Sewage Management	3	3	4
T-FRC 209 Brick, Stone, & Block Construction	3	3	4
T-FRC 210 Public Relations	3	0	3
T-BUS 115 Business Law	3	0	3
	15	10	19





Wildlife Management Technology

The Fish and Wildlife Management Curriculum is designed to prepare students for entry into the increasingly important field of developing, conserving, and managing fish and wildlife resources. Our early ancestors exploited fish and wildlife to the extent that many species became extinct or nearly so. Today, the extensive use of fish and wildlife resources for recreational purposes has created the need for technicians to assist the professionally prepared managers of these resources. He must possess an understanding of the principles and develop competencies in the practices involved in the production, utilization, and conservation of our fish and wildlife resources — with emphasis upon practical applications commensurate with accepted forest management practices. In addition, he must be able to communicate and deal effectively with sportsmen and others.

Graduates of this curriculum would be qualified as fish and wildlife management technicians with such agencies as the U. S. Fish and Wildlife Service and the N. C. Wildlife Resources Commission as well as various private enterprises. They will have abilities in survey and census techniques, habitat improvement, and in assisting the professional wildlife manager in the discharge of his duties as they relate to the proper management and regulation of fish and wildlife resources.

	Hours Lec.	Per Week Lab	Qtr. Hrs.
First Quarter			
T-ENG 101 Grammar	5	0	5
T-MAT 101 Technical Math	5	0	5
T-DFT 101 Technical Drafting	0	6	2
T-FOR 101 General Forestry	3	0	3
T-FOR 107 Tree Identification	1	6	3
	14	12	18
Second Quarter			
T-ENG 102 Grammar	5	0	5
T-MAT 102 Technical Math	5	0	5
T-WLF 101 Wildlife Science	3	3	4
T-BUS 102 Typing	2	3	3
T-WLF 103 Introduction to Zoology	3	3	4
	18	9	21

Third Quarter

T-WLF 104 Introduction to Mammalogy	3	3	4
T-WLF 106 Introduction to Ornithology	3	3	4
T-WLF 102 Botany & Ecology	4	3	5
T-ENG 103 Report Writing	3	0	3
T-DFT 120 Topographic Drawing	2	3	3
	15	12	19

Fourth Quarter

T-WLF 204 Field Crops	2	3	3
T-WLF 107 Wildlife Surveying	2	6	4
T-WLF 105 Soils & Climate	2	3	3
T-WLF 203 Insect, Diseases	2	3	3
T-FOR 103 Safety & First Aid	0	3	1
	8	18	14

Fifth Quarter

T-FOR 221 Applied Silviculture	2	3	3
T-WLF 205 Terrestrial Wildlife Ecology	2	3	3
T-WLF 202 Wildlife Habitat Manipulation	2	3	3
T-FOR 104 Basic Forest Mensuration	3	6	5
T-FRC 101 Forest Recreation	3	0	3
T-WLF 201 Biopolitics	2	0	2
	14	15	19

Sixth Quarter

T-WLF 206 Wildlife Aerial Photo. Interpretation	2	3	3
T-WLF 208 Survey, Census, & Inventory Techniques	1	6	3
T-SOC 110 Our National Heritage	3	0	3
T-FOR 206 Applied Forest Mensuration	2	9	5
T-ENG 204 Oral Communications	3	0	3
	11	18	17

Seventh Quarter

T-WLF 209 Wildlife Field Seminar	0	9	3
T-BUS 115 Business Law	3	0	3
T-PSY 206 Applied Psychology	3	0	3
T-WLF 210 Aquatic Wildlife Ecology	3	0	3
T-WLF 207 Basic Fishery Science	2	3	3
Selected Elective	3	0	3
	14	12	18





Horticulture

INTRODUCTION

Purpose of Curriculum

For too long a period of time, young people have left the mountain area after completing high school. The Horticulture Program of instruction is designed to afford these young people the opportunity to stay at home and earn a good living while making a significant contribution to the well-being of other people, all without an unreasonable capital outlay, on a self-employed basis.

Job Description

The student in this curriculum will be trained in several areas of vegetable, flower, and fruit production. Subject matter includes, fertility and its modification, chemicals and their use, varieties, bookkeeping, marketing, plant propagation, greenhouses, their construction and management, and all phases of production of vegetables, flowers, and fruits, and bedding plants, potted plants, and nursery stock as well.

Upon completion of training, the student should be able to set up and operate his own business.

SPECIALIZED HORTICULTURAL

SUGGESTED CURRICULUM BY QUARTERS

	Hours Class	Per Week Lab	Qtr. hrs.
First Quarter			
HOR 1001 Plant Growth and Development	2	3	3
HOR 1002 Soils and Fertilizers	2	3	3
HOR 1003 Greenhouse Construction & Heating	1	3	2
BUS 1004 Marketing	3	0	3
HOR 1005 Vegetable Production I	3	15	8
	11	24	19
Second Quarter			
HOR 1006 Vegetable Production II	3	6	5
HOR 1010 Floriculture I	3	9	6
BUS 1015 Bookkeeping I	3	2	4
HOR 1017 Greenhouse Management	3	3	4
	12	20	19

Third Quarter

HOR 1007 Vegetable Production III	3	6	5
HOR 1011 Floriculture II	3	6	5
BUS 1016 Bookkeeping II	3	2	4
HOR 1010 Sprays, Spraying and Fumigating Plants	3	0	3
HOR 1020 Fruit Production I	3	3	4
	15	17	21

Fourth Quarter

BUS 1022 Business Communication	5	0	5
HOR 1012 Floriculture III	0	9	3
HOR 1023 Plant Propagation	3	6	5
HOR 1024 Nursery Production and Management	3	6	5
	11	21	18

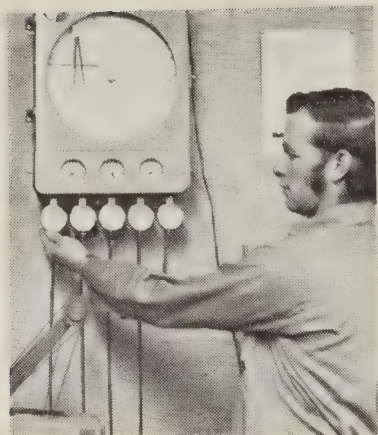
Fifth Quarter

HOR 1008 Vegetable Production IV	0	6	2
HOR 1013 Floriculture IV	0	6	2
HOR 1025 Turf Management	3	6	5
HOR 1026 Ornamental Plants	3	6	5
HOR 1021 Fruit Production II	2	3	3
	8	27	17

Sixth Quarter

HOR 1009 Vegetable Production V	0	12	4
HOR 1014 Floriculture V	0	6	2
HOR 1027 Floral Design	2	9	5
BUS 1028 Business Law	3	0	3
	5	27	14





Lumber Inspecting and Dry Kilning

This curriculum is designed to provide the student with the technical and practical knowledge, understanding and skills, necessary to become a Lumber Inspector and Dry Kiln Operator. The Lumber Inspector determines the species, quality, and volume of each piece of lumber. As a Kiln Operator, he must have the understanding of the physical properties of wood with respect to quality and seasoning, and have the competency to operate a Dry Kiln.

A graduate of this curriculum should be qualified to assume the position of an apprentice Lumber Inspector and Dry Kiln Operator and have the abilities and understanding necessary to become skilled in both of these fields.



LUMBER GRADER — DRY KILN OPERATOR

	Hours Class	Per Week Lab	Qtr. hrs.
First Quarter			
WPP 1201 Basic Structure of Wood	3	3	4
WPP 1212 Introduction to Pine Grading	10	3	11
WPP 1213 Pine Grade Application	0	14	5
WPP 1203 Introduction to Dry-Kiln Operation	4	3	5
	17	23	25

Second Quarter

WPP 1202 Introduction to Hardwood Lumber Grading	10	3	11
WPP 1204 Wood Identification	3	3	4
WPP 1206 Dry Kiln Operation I	2	3	3
WPP 1207 Lumber Yard Layout	2	3	3
WPP 1209 Basic Lumber Seasoning and Handling	3	8	6
	20	20	27

Third Quarter

WPP 1205 NHLA Rule Application	9	6	11
WPP 1208 Hardwood Grading Practice	0	9	3
WPP 1210 Log Grading and Scaling	2	3	3
WPP 1211 Dry Kiln Operation II	2	3	3
WPP 1214 High Speed Kiln Operation	3	3	4
	16	24	24





Planing Machine Operator

The Planer Operator program is designed to provide the student with the technical and practical knowledge, understandings, and skills necessary to set up and operate a planer, with four cutting heads, to surface and size lumber and to cut tongues, grooves, bevels, beads, or molding patterns in one operation.

Included in the training are fundamentals of the seasoning of wood and basic knowledge of lumber grades.

	Hours Lec.	Per Week Lab	Qtr. Hrs.
First Quarter			
WPP 1401 Design and Function of Planer	3	6	5
WPP 1402 Planer Mill Set Up, ...	3	9	6
WPP 1403 Mill Wright I	3	9	6
WPP 1404 Lumber Dimensions (Surfacing and Sizing) ..	0	3	1
WPP 1405 Lumber Patterns	2	0	2
WPP 1406 Lumber Terminology	2	0	2
	13	27	22

Second Quarter			
WPP 1407 Planer Knife Grinding and Jointing	3	6	5
WPP 1408 Planer Feeds and Speeds	3	0	3
WPP 1409 Planer Mill Set Up II	3	9	6
WPP 1410 Planer Mill Operation	1	15	6
	10	30	20



Sawyer

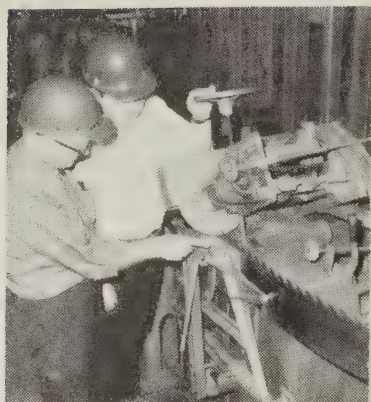
This curriculum is designed to provide the student with the technical and practical knowledge, understandings, and skills essential to become a sawyer. The operator of the log saw, the key person in a sawmill operation, must possess a practical understanding of sawmill operations and the interrelationships of logs and lumber.

A graduate of this curriculum should be qualified to assume the responsibilities of an apprentice sawyer and have the abilities and understandings necessary to continue on-the-job experiences until the skills of an accomplished sawyer have been attained.

	Hours Per Class	Week Lab	Qtr. hrs.
First Quarter			
WPP 1301 Sawmill Layout	3	3	4
WPP 1302 Sawing Principles	3	4	5
WPP 1303 Millwright I	6	6	8
WPP 1304 Introduction to Lumber Grading	3	6	5
WPP 1305 Sawmill Machinery and Equipment	3	3	4
	18	22	26

Second Quarter			
WPP 1306 Introduction to Saw-Filing	3	8	6
WPP 1307 Millwright II	2	6	4
WPP 1308 Pre-Sawing	2	8	5
WPP 1310 Edging and Trimming	3	8	6
	10	30	21

Third Quarter			
WPP 1309 Sawing-Grade Recovery & Quality Control	5	12	9
WPP 1311 Production Sawing	2	12	6
WPP 1312 Sawmill Operation Practice	3	6	5
	10	30	20



Saw Filing

This curriculum is designed to provide the student with the technical and practical knowledge, understandings, and skills necessary to become a skilled filer and maintainer of saws. A highly skilled craftsman, the saw filer has much to contribute toward the efficient and profitable operation of a sawmill.

A graduate of this curriculum should be qualified to assume the responsibilities of an apprentice saw filer and have the abilities and understandings necessary to continue on-the-job experiences until he acquires the necessary art and skill of an accomplished saw filer.

	Hours Class	Per Week Lab	Qtr. hrs.
First Quarter			
WPP 1101 General Sawmill Operation	3	3	4
WPP 1102 Mill and Saw Alignment	3	3	4
WPP 1103 Introduction to Saw Filing	5	6	7
WPP 1104 Introduction to Carbide Tipped Saws	3	3	4
WPP 1105 Band Saw Leveling and Tensioning	5	6	7
	19	21	26

Second Quarter

WPP 1106 Saw Feeds and Speeds	3	0	3
WPP 1107 Basic Gas Welding	3	6	5
WPP 1108 Carbide Tipping and Sharpening	2	8	5
WPP 1109 Band and Circular Saw Fitting	3	6	5
WPP 1110 Circular Saw Leveling and Tensions	3	6	5
	14	26	23

Third Quarter

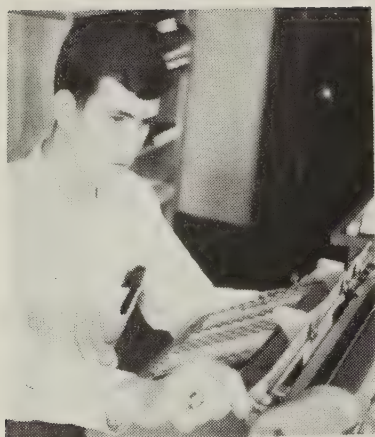
WPP 1111 Saw Filing for Production Sawing I	3	4	5
WPP 1112 Band Saw Engineering	2	0	2
WPP 1113 Band Saw Welding	1	6	3
WPP 1114 Chipper and Planer Knife Grinding	3	6	5
WPP 1115 Saw-Filing for Production Sawing II	0	6	2
WPP 1116 General Trouble Shooting	5	4	7
	14	26	24



BUSINESS EDUCATION

ASSOCIATE DEGREE CURRICULUMS

Business Administration
Executive Secretary



Business Administration

The Business Administration Curriculum is designed to prepare the student for employment in one of many occupations common to business. Training is aimed at preparing the student in every phase of administrative work that might be encountered in the average business. Objectives of this curriculum are to develop an understanding of the principles of organization and management in business operations, effective communications for business, and human relations as they apply to the successful operations in the rapidly expanding business economy.

The graduate of the Business Administration Curriculum may enter a variety of careers from beginning sales person or office clerk to manager trainee. The duties and responsibilities of this graduate may include: making up and filing reports, tabulating and posting data in various books, sending out bills, checking calculations, adjusting complaints, operating various office machines, and assisting managers in supervising. Positions are available in business such as advertising; banking; credit; finance; retailing; wholesaling; hotel, tourist and travel industry; insurance; transportation; and communications.

		Hours Per Week		Quarter
		Class	Lab	Hours
First Quarter				
T-ENG 101A	Grammar	5	0	5
T-BUS 102	Typewriting	2	3	3
T-MAT 110	Business Mathematics	5	0	5
T-BUS 101	Introduction to Business	5	0	5
T-ECO 102	Economics	3	0	3
		20	3	21

Second Quarter				
T-ENG 101B	Grammar	5	0	5
T-BUS 120	Accounting	4	2	4
T-ECO 104	Economics	3	0	3
T-BUS 115	Business Law	3	0	3
T-BUS 245	Retailing	3	0	3
		18	2	18

Third Quarter

T-ENG 102	Composition	3	0	3
T-BUS 110	Business Machines	3	2	3
T-BUS 121	Accounting	4	2	4
T-BUS 116	Business Law	3	0	3
T-BUS 239	Marketing	5	0	5
		18	4	16

Fourth Quarter

T-BUS 122	Accounting	4	2	4
T-ENG 103	Report Writing	3	2	4
T-BUS 232	Sales Development	3	2	3
T-BUS 211	Office Machines	3	2	3
	Elective (Psychology)	3	0	3
		16	8	17

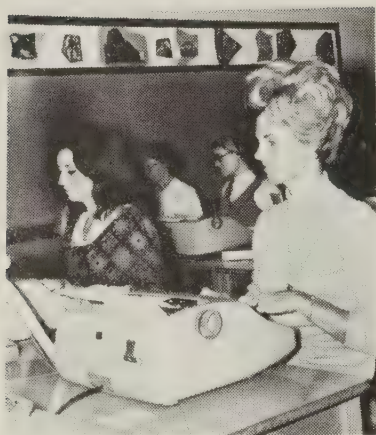
Fifth Quarter

T-ENG 206	Business Communications	3	2	4
T-BUS 243	Advertising	3	2	4
T-BUS 235	Business Management	3	0	3
	Social Science Elective (U. S. Gov't.)	3	0	3
	Elective (Personality Development)	3	0	3
		15	4	17

Sixth Quarter

T-ENG 204	Oral Communications	3	2	4
T-BUS 229	Taxes	3	2	4
T-BUS 272	Principles of Supervision	3	0	3
T-BUS 271	Office Management	3	0	3
	Social Science Elective	3	0	3
	Elective	6	0	6
		21	4	23





Secretarial Technology — Executive

The purpose of the Executive Secretary Curriculum is to provide students with training in the accepted procedures required by the business world. It is designed to give students the necessary secretarial training in typing, dictation, transcription, and terminology for employment. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

The graduate may be employed as a stenographer or a secretary. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, and reports. The secretary, in addition to taking dictation and transcribing, is given more responsibility in connection with meeting office callers, screening telephone calls, and assisting an executive. She may enter a secretarial position in a variety of offices in businesses such as insurance companies, banks, marketing institutions, and financial firms.

		Hours Per Week Class	Lab	Quarter Hours
First Quarter				
T-BUS 102	Typewriting	2	3	3
T-BUS 101	Introduction to Business	5	0	5
T-ENG 101A	Grammar	5	0	5
T-MAT 110	Business Mathematics	5	0	5
T-BUS 106	Shorthand	3	2	4
		20	5	22

Second Quarter

T-ENG 101B	Grammar	5	0	5
T-BUS 103	Typewriting	2	3	3
T-BUS 107	Shorthand	3	2	4
T-BUS 120	Accounting	4	2	4
T-BUS 115	Business Law	3	0	3
		17	7	19

Third Quarter

T-ENG 102	Composition	3	0	3
T-BUS 104	Typewriting	2	3	3
T-BUS 108	Shorthand	3	2	4
T-BUS 110	Office Machines	3	2	3
T-BUS 112	Filing	3	2	3
T-BUS 121	Accounting	4	2	4
		18	11	20

Fourth Quarter

T-ENG 103	Report Writing	3	2	4
T-BUS 206E	Dictation and Transcription	3	2	4
T-BUS 205	Advanced Typewriting	2	3	3
T-BUS 211	Office Machines	3	2	3
T-BUS 122	Accounting	4	2	4
T-PSY 112	Psychology	3	0	3
		18	11	21

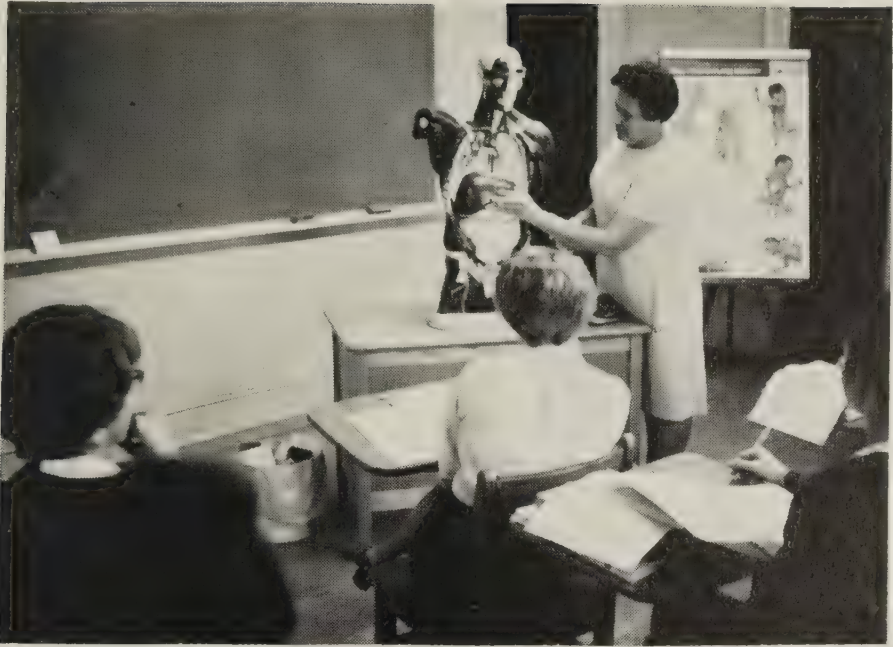
Fifth Quarter

T-ENG 206	Business Communications	3	2	4
T-BUS 207E	Dictation and Transcription	3	2	4
	Elective (Personality Development)	3	0	3
T-ENG 204	Oral Communications	3	2	4
	Elective (U. S. Government)	3	0	3
		15	6	18

Sixth Quarter

T-BUS 216	Executive Secretarial Block	5	15	10
(Secretarial Procedures, Dictation and Transcription, Typewriting, Telephone Usage, Communications—Oral and Written, Practical Secretarial Experience)				





HEALTH OCCUPATIONS

ASSOCIATE DEGREE CURRICULUM

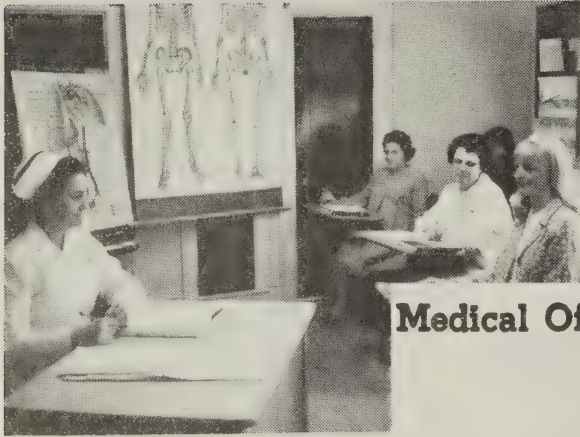
Medical Office Assistant

DIPLOMA CURRICULUM

Practical Nursing

CERTIFICATE PROGRAM

Operating Room Assistant



Medical Office Assistant

The role of the Medical Assistant is becoming more significant and responsible since the physician today relies more on this person assisting him in the office, clinic or out-patient department.

The program provides a foundation of knowledge from the biological and social sciences. The seminar and the clinical experience provide opportunities to develop human relations skills, to gain an overview of the functions performed in the various clinical settings, and to develop understanding of the role of the medical assistant.

After completion of a program, which is approved by the American Association of Medical Assistants, the applicant can take the national certification examination and become a certified medical assistant.

The duties include preparing patients for the physician's examination, cleaning and sterilizing supplies, preparing the examining room, assisting in the collection of specimens, performing routine laboratory tests, x-ray procedures, and assisting with or carrying out treatment prescribed by the physician. If the medical assistant is the only assistant in the physician's office, she may receive patients, make appointments, complete insurance forms, collect fees, type business letters and assist in keeping medical records.

	Hours Lec.	Per Week Lab	Qtr. Hrs.
First Quarter — Fall			
T-ENG 101 Grammar	5	0	5
T-MOA 103 Orientation to Medical Assisting	3	0	3
T-BUS 102 Typewriting	2	3	3
T-MAT 110 Business Mathematics	5	0	5
T-BUS 105 A B C Stenocript	5	0	5
	20	3	21

Second Quarter — Winter

T-ENG 101B Grammar	5	0	5
T-BIO 125 Anatomy and Physiology	4	2	5
T-HEA 123 Medical Terms and Vocabulary	3	0	3
T-PSY 206 Applied Psychology	3	0	3
T-BUS 103 Typewriting	2	3	3
	17	5	19

Third Quarter — Spring

T-ENG 102 Composition	3	0	3
T-BUS 218 Medical Law and Ethics	3	0	3
T-BIO 135 Anatomy and Physiology	4	2	5
T-HEA 133 Medical Terms and Vocabulary	3	0	3
T-BUS 120 Accounting	3	3	4
	16	5	18

Fourth Quarter — Summer

T-ENG 204 Oral Communication	3	0	3
T-MOA 214 Medical Office Assisting I	2	6	4
T-MLA 214 Laboratory Orientation I	2	6	4
T-BUS 121 Accounting	3	3	4
T-BUS 213 Medical Transcriptions & Office Machines ..	1	4	3
	11	19	18

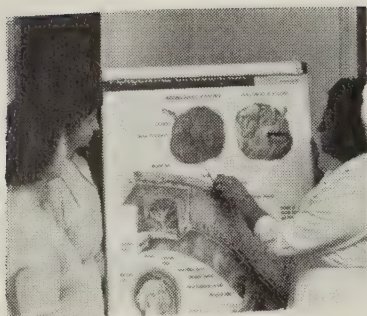
Fifth Quarter — Fall

T-ENG 206 Business Communication	5	0	5
T-MOA 225 Medical Office Assisting II	3	6	5
T-MLA 225 Laboratory Orientation II	2	6	4
T-BUS 202 Medical Insurance and Records	3	6	5
	13	18	19

Sixth Quarter — Winter

T-MOA 238 Medical Office Assisting Practicum	0	24	8
T-MOA 233 Medical Office Assisting Seminar	4	0	4
T-ENG 103 Report Writing	3	0	3
	7	24	15

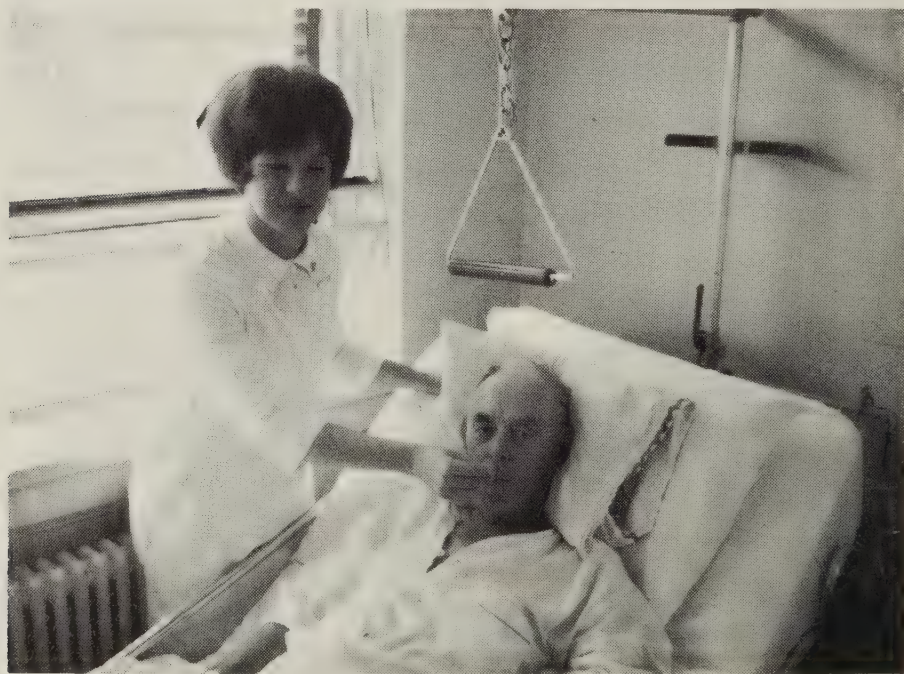




Practical Nursing

The Practical Nursing Curriculum is designed to make available to qualified persons the opportunity to prepare for participation in care of patients of all ages, in various states of dependency, and with a variety of illness conditions. Throughout the program the student is expected to grow continuously in acquisition of knowledge and understandings related to nursing, the biological sciences, the social sciences, and in skills related to nursing practice, communications, interpersonal relations, and use of good judgment.

The licensed practical nurse is prepared to function in a variety of situations: hospitals of all types, nursing homes, clinics, doctors' and dentists' offices, and in some public health facilities.



		Class	Hours Per Lab	Week Clinical	Qtr. Hrs.
Practical Nursing I — First Quarter					
PNE 1000	Study Skills	1	0	0	1
PNE 1101	Vocational Adjustments I	4	0	0	4
PNE 1102	Body Structure and Function	10	0	0	10
PNE 1103	Nursing Skills	10	3	0	11
PNE 1104	Nutrition and Diet Therapy	4	0	0	4
		29	3	0	30
Practical Nursing II — Second Quarter					
PNE 1105	Medical-Surgical Nursing I	8	0	0	8
PNE 1106	Nursing Care of Children	6	0	0	6
PNE 1107	Nursing Care of Mother and Newborn	3	0	0	3
PNE 1108	Drugs and Administration	3	0	0	3
PNE 1109	Clinical I	0	0	14	5
		20	0	14	25
Practical Nursing III — Third Quarter					
PNE 1110	Medical Surgical Nursing II	5	0	0	5
PNE 1111	Nursing Care of Children	2	0	0	2
PNE 1112	Nursing Care of Mother and Newborn	2	0	0	2
PNE 1113	Drugs and Administration	2	3	0	3
PNE 1114	Communicable Disease	2	0	0	2
PNE 1115	Clinical II	0	0	21	7
		13	3	21	21
Practical Nursing IV — Fourth Quarter					
PNE-1116	Medical Surgical Nursing II	7	0	0	7
PNE 1117	Emergency and Disaster Nursing	1	3	0	2
PNE 1118	Vocational Adjustments II	2	0	0	2
PNE-1119	Mental Disorders	2	0	0	2
PNE-1120	Clinical III	0	0	21	7
		12	3	21	20





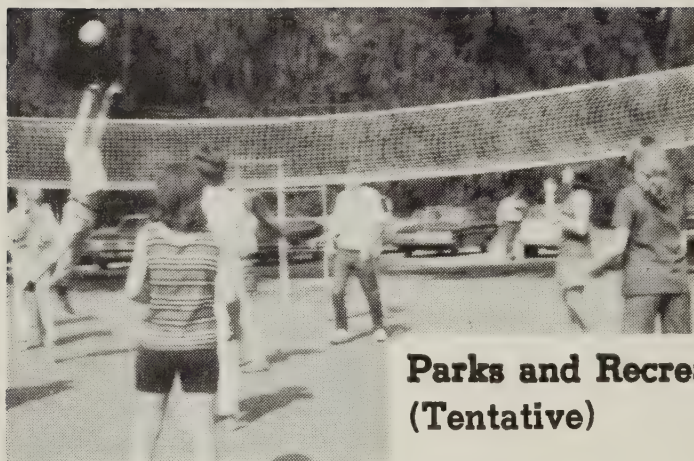
Operating Room Assistant

The Operating Room Assistant is a selected person who is prepared to assist professional personnel in medical areas directly concerned with sterile technique. Most of the graduates of this curriculum will probably be employed in the operating room of a hospital, but opportunities also exist in recovery rooms, emergency rooms, wards, intensive care units, and obstetrics.

Functions of the assistant include scrubbing for surgery, assisting nurses and surgeons during operations, sterilizing and packaging equipment, and cleaning up after operations. These jobs stress manual aptitudes more than academic. But because the assistant is involved in life-saving work constantly, a high degree of common sense, responsibility, and dedication is required. Emotional stability, patience, and attention to minute detail are characteristics that must be part of the operating room assistant.

OPERATING ROOM ASSISTANT

	Hours Per Class	Week Lab	Qtr. hrs.
First Quarter			
SUR 1101 Principles of Operating Room Technique	9	6	11
SUR 1102 Anatomy and Physiology	8	3	9
SUR 1103 Microbiology	3	6	5
	20	15	25
Second Quarter			
SUR 1104 Surgical Procedures	10	0	10
SUR 1105 Clinical Practice	0	25	8
	10	25	18



Parks and Recreation (Tentative)

INTRODUCTION

Purpose of Curriculum

Since the end of World War II, there has been a recreation explosion in the United States. This is evidenced by the demand for more recreation facilities. The increasing clamor for more leisure time activities, the growing rate of expenditures for these services by all levels of government, the rising interest in spectator events, and the growing concentration of news media on recreation topics.

Because the recreation leaders' work requires face-to-face involvement, it is desirable that he possess a broad, liberal education in recreation which include:

1. An understanding of the learning process and the means of implementing it through written, oral, and graphic communication to motivate people of differing capabilities.
2. A knowledge of the history of man's social, intellectual, spiritual and artistic achievements, and an appreciation of the cultural arts.
3. A knowledge of private, public, voluntary, military, industrial, commercial, and religious organizations which render recreation services.
4. An understanding of the theories, principles, and practices of leadership, including developing, supervising, and evaluating subordinate personnel and program participants.
5. At least a minimum skill in activities such as drama, dance, music, arts, and crafts, sports, outdoor recreation, and aquatics.

SUGGESTED CURRICULUM BY QUARTERS

	Hours Class	Per Week Lab	Qtr. hrs.
First Quarter			
T-ENG 101 Grammar	5	0	5
T-BIO 115 Natural Science I	3	2	4
T-REC 101 Introduction to Recreation Services	3	0	3
T-SPT 105 Team Sports	0	6	2
T-CFT 101 Introduction to Arts & Crafts	3	9	6
	14	17	20
Second Quarter			
T-ENG 102 Composition	3	0	3
T-SOC 201 Introduction to Sociology	5	0	5
T-CFT 102 Group Crafts I	2	6	4
T-SOC 202 Humanities I	5	0	5
T-ART 110 Color and Design I	3	6	5
	18	12	22

Third Quarter

T-ENG 103 Report Writing	3	0	3
T-SOC 203 Humanities II	5	0	5
T-CFT 103 Group Crafts II	2	6	4
T-SPT 106 Individual Lifetime Sports	3	3	4
T-ART 112 Color and Design II	3	6	5
	16	15	21

Fourth Quarter

T-ENG 204 Oral Communication	3	0	3
T-REC 201 Outdoor Recreation	2	3	3
T-REC 205 Group Leadership	3	0	3
T-CFT 201 Group Crafts III	2	6	4
T-SPT 201 Water Related Sports	2	6	4
T-REC 210 Field Work I	1	9	4
	13	24	21

Fifth Quarter

T-PSY 201 Introduction to Psychology	3	0	3
T-REC 215 Music	2	6	4
T-BIO 201 Natural Science II	3	2	4
T-REC 216 Folk, Square, and Social Dancing	1	6	3
T-REC 211 Field Work II	1	9	4
	10	23	18

Sixth Quarter

T-REC 217 Program Planning and Organization	3	0	3
T-REC 220 Ceramics	2	6	4
T-REC 222 Drama	3	3	4
T-REC 224 Social Recreation	3	2	4
T-REC 212 Field Work III	1	9	4
	12	20	19





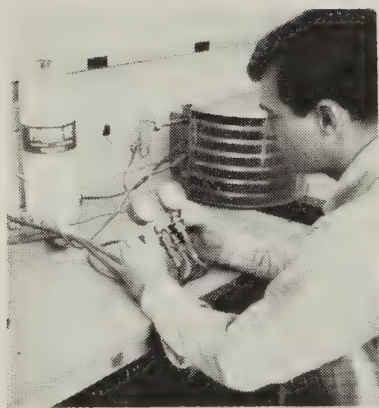
SKILLED VOCATIONS

DIPLOMA CURRICULUMS

Air Conditioning, Heating and Refrigeration
Automotive Mechanics
Watchmaking

SPECIAL INTEREST PROGRAMS NIGHT CERTIFICATE (Future Day Diploma)

Carpentry
Electrical Installation & Maintenance
Machinist
Masonry
Printing
Welding



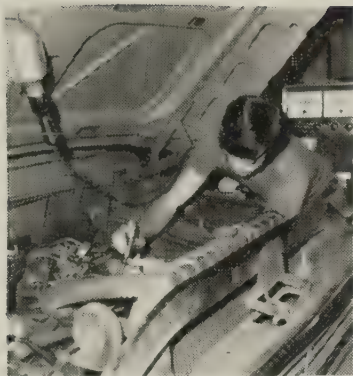
Air Conditioning And Refrigeration Service

The Air Conditioning and Refrigeration Service Curriculum is designed to give students a working knowledge of all types of mechanical equipment used in order to install, trouble shoot, and service them. The students learn the principles of air conditioning and refrigeration mechanisms and their controls. He learns to read blueprints, to fabricate sheet metal ducts, and to adjust automatic controls.

Positions are found in sales and service to install, maintain, and repair equipment. There are installation jobs with contractors of commercial and industrial buildings, and maintenance jobs with hotels and office buildings.

AIR CONDITIONING, HEATING, AND REFRIGERATION

	Hrs. Per Week Class	Lab	Qtr. hrs
First Quarter			
AHR 1121 Principles of Refrigeration	5	15	8
DFT 1104 Blueprint Reading, Mechanical	0	3	1
MAT 1101 Fundamentals of Mathematics	5	0	5
ELC 1111 Basic Electricity	5	0	5
	15	18	19
Second Quarter			
AHR 1122 Domestic & Commercial Refrigeration	5	12	9
ELC 1102 Applied Electricity	5	3	6
DFT 1116 Blueprint Reading, Air Conditioning	1	3	2
ENG 1101 Reading Improvement	2	0	2
	13	18	19
Third Quarter			
AHR 1123 Principles of Air Conditioning	3	12	7
AHR 1128 Automatic Controls	3	6	5
PSY 1101 Human Relations	3	0	3
WLD 1101 Basic Gas Welding	0	3	1
	9	21	16
Fourth Quarter			
AHR 1124 A. C. & Refrigeration Servicing	3	6	5
AHR 1126 All-Year Comfort Systems	3	6	5
MEC 1120 Duct Construction & Maintenance	3	6	5
BUS 1103 Small Business Operations	5	0	5
	14	18	20



Auto Mechanics

The Auto Mechanics Curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair, and adjust automotive vehicles. Manual skills are developed in practical shop work. Through understanding of the operating principles involved in the modern automobile comes in class assignments, discussions, and shop practice.

Automobile mechanics maintain and repair mechanical, electrical, and body parts of passenger cars, trucks, and buses. In some communities and rural areas, they also may service tractors or marine engines and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating conditions and use shop manuals and other technical publications as references for technical data.

AUTOMOTIVE MECHANICS

	Hrs. Per Week Class	Lab	Qtr hrs.
First Quarter			
PME 1101 Internal Combustion Engines	5	18	11
MAT 1101 Fundamentals of Mathematics	5	0	5
ENG 1101 Reading Improvement	2	0	2
	12	18	18
Second Quarter			
PME 1102 Engine Electrical & Fuel Systems	5	27	14
DFT 1101 Schematics & Diagrams: Power Mechanics	0	3	1
	5	30	15
Third Quarter			
AUT 1123 Automotive Chassis and Suspensions Systems	3	9	6
AUT 1121 Braking Systems	3	3	4
PSY 1101 Human Relations	3	0	3
AHR 1101 Automotive Air Conditioning	3	3	4
WLD 1101 Basic Gas Welding	0	3	1
	12	18	18
Fourth Quarter			
AUT 1124 Automotive Power Train Systems	3	9	6
AUT 1125 Automotive Servicing	3	12	7
BUS 1103 Small Business Operations	5	0	5
	11	21	18
			55



Carpentry

INTRODUCTION

Purpose of Curriculum

Carpentry is one of the basic trades in the construction field. Carpenters construct, erect, install, and repair structures of wood, plywood and wallboard, using hand and power tools. The work must conform to local building codes for both residential and commercial structures.

This curriculum in carpentry is designed to train the individual to enter the trade with a background in both shop and skills and related information. He must have a knowledge of mathematics, blueprint reading, methods of construction and a thorough knowledge of building materials.

The modern carpenter will work on new construction, maintenance, and repair of many types of structures, both residential and commercial. He should have an understanding of building materials, concrete form construction, rough framing, roof and stair construction, the application of interior and exterior trim, and the installation of cabinets and fixtures.

Most carpenters are employed by contractors in the building construction fields. When specializing in a particular phase of carpentry, the job is designated according to the specialty as layout carpenter, framing carpenter, concrete form carpenter, scaffolding carpenter, accoustical and insulating carpenter, and finish carpenter.

Job Description

The carpenter constructs, erects, installs and repairs structures and fixtures of wood, plywood, wall board and other materials, using carpenters handtools and powertools to conform to local building codes. He is required to use blueprints, sketches or building plans for information pertaining to type of material, dimensions, layout and design of structure, and method of construction.

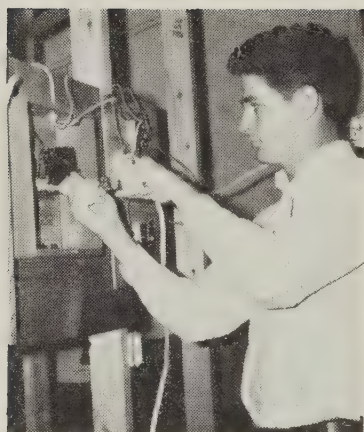
	Hours Class	Per Week Lab	Qtr. hrs.
First Quarter			
ENG 1101 Reading Improvement	2	0	2
MAT 1101 Fundamentals of Mathematics	5	0	5
DFT 1110 Blueprint Reading: Building Trades	0	3	1
CAR 1101 Carpentry	3	15	8
	10	18	16

Second Quarter			
ENG 1102 Communication Skills	3	0	3
MAT 1112 Building Trades Mathematics	3	0	3
DFT 1111 Blueprint Reading & Sketching	0	3	1
CAR 1102 Carpentry: Millwork & Cabinetmaking	3	15	8
	9	18	15

Third Quarter			
PSY 1101 Human Relations	3	0	3
CAR 1113 Carpentry: Estimating	3	3	4
CAR 1103 Carpentry: Framing	3	15	8
	9	18	15

Fourth Quarter			
CAR 1114 Building Codes	3	0	3
BUS 1103 Small Business Operations	5	0	5
CAR 1104 Carpentry: Finishing	3	18	9
	11	18	17





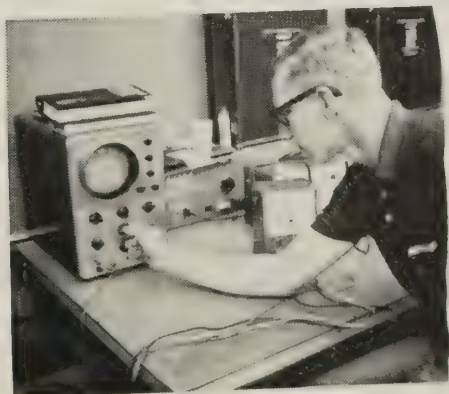
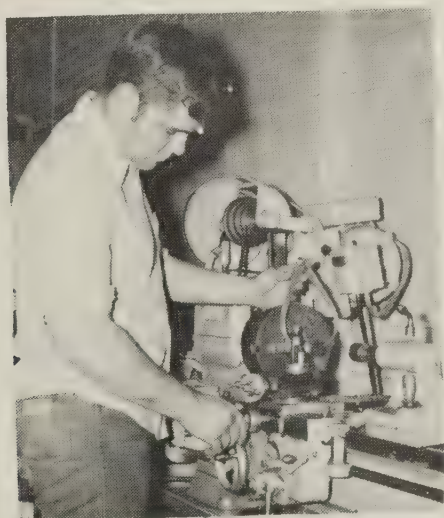
Electrical Installation And Maintenance

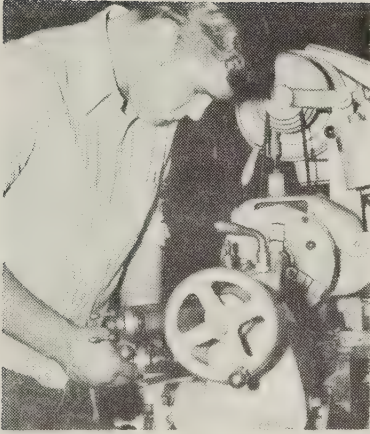
The Electrical Installation and Maintenance Curriculum is designed to provide a training program in the basic knowledge, fundamentals, and practices involved in the electrical trades. A large portion of the program is laboratory and shop instruction designed to give the student practical knowledge and application experience in the fundamentals taught in class.

The graduate of the electrical installation and maintenance curriculum is qualified to enter an electrical trade as an on-the-job trainee or apprentice, assisting in the planning, layout, installation, check out, and maintenance of systems in residential, commercial, or industrial plants.

ELECTRICAL INSTALLATION AND MAINTENANCE

	Hrs. Per Week		Qtr.
	Class	Lab	hrs.
First Quarter			
ELC 1112 Direct & Alternating Current	5	18	11
ENG 1101 Reading Improvement	2	0	2
MAT 1115 Electrical Mathematics	5	0	5
	12	18	18
Second Quarter			
MAT 1116 Electrical Mathematics	5	0	5
ELC 1113 Alternating Current & Direct Current Machines & Controls	5	15	10
DFT 1110 Blueprint Reading, Building Trades	0	6	2
	10	21	17
Third Quarter			
ELC 1124 Residential Wiring	5	9	8
ELN 1118 Industrial Electronics	5	6	7
PSY 1101 Human Relations	3	0	3
DFT 1113 Blueprint Reading, Electrical	0	3	1
	13	18	19
Fourth Quarter			
ELN 1119 Industrial Electronics	5	6	7
BUS 1103 Small Business Operations	5	0	5
ELC 1125 Commercial & Industrial Wiring	5	12	9
	15	18	21





Machinist

INTRODUCTION

Purpose of Curriculum

This curriculum was prepared to meet a definite need for training of machinists. Surveys recently completed in North Carolina show that many of the existing industries lack time and facilities for training enough machinists to meet present and planned needs. Expanding industries already located in our State and new industries under development invariably express the need for skilled craftsmen who have the background knowledge and potential to advance.

This guide is designed to give learners the opportunity to acquire basic skills and the related technical information necessary to gain employment and build a profitable career in the machine shop industry in the State. It is comprised of the joint views of committees responsible for its development.

Job Description

The machinist is a skilled metal worker who shapes metal parts by using machine tools and hand tools. His training and experience enable him to plan and carry through all the operations needed in turning out a machined product and to switch readily from one kind of product to another. A machinist is able to select the proper tools and material required for each job and to plan the cutting and finishing operations in their proper order so that he can complete the finished work according to blueprint or written specifications. He makes standard shop computations relating to dimensions of work, tooling, feeds, and speeds of machining. He often uses precision measuring instruments such as micrometers and gages to measure the accuracy of his work to thousandths of an inch.

This skilled worker must be able to set up and operate most types of machine tools. The machinist also must know the composition of metals so that he can heat and quench cutting tools and parts to improve machinability. His wide knowledge enables him to turn a block of metal into an intricate, precise part.

	Hrs. Per Week Class	Lab	Qtr. hrs.
First Quarter			
MEC 1101 Machine Shop Theory and Practice	3	12	7
MAT 1101 Fundamentals of Mathematics	5	0	5
DFT 1104 Blueprint Reading: Mechanical	0	3	1
ENG 1101 Reading Improvement	2	0	2
PHY 1101 Applied Science	3	2	4
	13	17	19

Second Quarter			
MEC 1102 Machine Shop Theory and Practice	3	12	7
MAT 1103 Geometry	3	0	3
DFT 1105 Blueprint Reading: Mechanical	0	3	1
PHY 1102 Applied Science	3	2	4
ENG 1102 Communication Skills	3	0	3
	12	17	18

Third Quarter			
MEC 1103 Machine Shop Theory and Practice	3	12	7
MEC 1115 Treatment of Ferrous Metals	2	3	3
DFT 1106 Blueprint Reading: Mechanical	0	3	1
MAT 1104 Trigonometry	3	0	3
PSY 1101 Human Relations	3	0	3
	11	18	17

Fourth Quarter			
MEC 1104 Machine Shop Theory and Practice	3	12	7
MEC 1116 Treatment of Non-Ferrous Metals	2	3	3
WLD 1101 Basic Gas Welding	0	3	1
MAT 1123 Machinist Mathematics	3	0	3
BUS 1105 Industrial Organizations	3	0	3
	11	18	17



Masonry

Purpose of Curriculum

Masons are the craftsmen in the building trades that work with artificial stone, brick, concrete masonry units, stone and the like. During the past decade there has been a steady increase in the demand for these craftsmen. As building construction continues to increase the demand for bricklayers, cement masons, and stone masons will also increase.

This curriculum in Masonry is designed to train the individual to enter the trade with the knowledge and basic skills that will enable him to perform effectively. He must have a knowledge of basic mathematics, blueprint reading and masonry technology. He must know the methods used in laying out a masonry job with specific reference to rigid insulation, refractories, and masonry units specified for residential, commercial and industrial construction.

Most employment opportunities for masons may be found with contractors in new building construction. However, a substantial proportion of masons are self-employed or work with contractors doing repair, alteration, or modernization work.

Job Description

Most masons are employed by contractors in the building construction field to lay brick, and blocks made of tile, concrete, glass, gypsum or terra cotta. Also, he constructs or repairs walls, partitions, arches, sewers, furnaces and other masonry structures.

After gaining experience in the various types of the masonry trade along with leadership training, it is possible for the tradesman to become a foreman, inspector and eventually a contractor.

	Hours Per Class	Week Lab	Qtr. hrs.
First Quarter			
MAS 1101 Bricklaying	5	15	10
MAT 1101 Fundamentals of Mathematics	5	0	5
DFT 1110 Blueprint Reading: Building Trades	0	3	1
	10	18	16

Second Quarter			
MAS 1102 Bricklaying	5	15	10
MAT 1112 Building Trades Mathematics	3	0	3
DFT 1111 Blueprint Reading & Sketching	0	3	1
	8	18	14

Third Quarter			
MAS 1103 General Masonry	5	15	10
MAS 1113 Masonry Estimating	3	3	4
DFT 1112 Blueprint Reading & Sketching	0	3	1
	8	21	15





Printing

INTRODUCTION

Pupose of Curriculum

Graphic arts is a term used to describe the processes by which man has recorded his thoughts, deeds, emotions and progress in becoming civilized. The graphic arts industry ranks in the top ten of America's leading industries and employs more than 850,000 men and women. A printer can be a scholar, an artist, a business man, or a craftsman. There are over 65 different and distinct occupations in the graphic arts industry, each of which has its own opportunity and reward.

This curriculum is designed to give students experiences in a cluster of activities representing basic areas of the graphic arts industry. The range of experiences is sufficient to enable students to comprehend a variety of graphic arts processes and to develop basic skills enabling them to perform these processes.

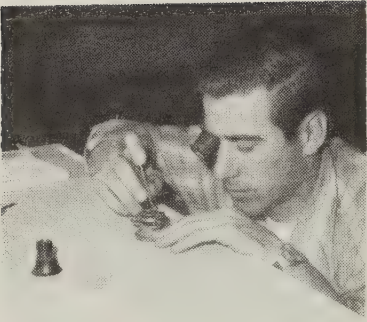
	Hrs. Per Week Class	Lab	Qtr. hrs.
First Quarter			
MAT 1101 Fundamentals of Mathematics	5	0	5
ENG 1101 Reading Improvement	2	0	2
PRN 1111 Printing Processes	1	2	2
PRN 1121 Hand Composition	2	6	4
PRN 1122 Letterpress Printing	2	9	5
	12	17	18

Second Quarter			
ENG 1102 Communication Skills	3	0	3
PHY 1113 Applied Science	3	0	3
PRN 1130 Letterpress Printing	3	9	6
PRN 1123 Hot Type Composition	3	9	6
	12	18	18

Third Quarter			
PSY 1101 Human Relations	3	0	3
PRN 1125 Offset Camera	3	9	6
PRN 1126 Offset Presswork	3	9	6
PRN 1114 Estimating	3	0	3
	12	18	18

Fourth Quarter			
BUS 1103 Small Business Operations	5	0	5
PRN 1131 Estimating	3	0	3
PRN 1115 Photography	2	3	3
Elective	4	15	9
	14	18	20





Watchmaking

Diploma Program

A survey of all watchmakers in the United States shows that half of them are near retirement. Only seven percent are under thirty-five years old. This shortage has caused the salaries of watchmakers to raise fifty percent in the past ten years. This profession gives the watchmaker the opportunity to offer one of the most important necessities of life, time, to their customers.

The curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair and adjust watches, clocks and other specialized forms of time-keeping instruments. Manual skills are developed in practice lab work. Through understanding of the operating principles involved in the modern time piece comes in class assignments, discussion, and lab practice. The 1957 General Assembly passed a law that persons practicing watchmaking in North Carolina must have a license. Satisfactory completion of the program enables one to take the examination for his license.

FIRST QUARTER**Curriculum in Watchmaking**

WAT 1100	History of Horology and its place with related fields	5	0	5
WAT 1101	Basic Watchmakers Tools and Equipment	5	15	10
WAT 1107	The Balance Wheel and Hair Spring	2	9	8
		<u>12</u>	<u>24</u>	<u>23</u>

SECOND QUARTER

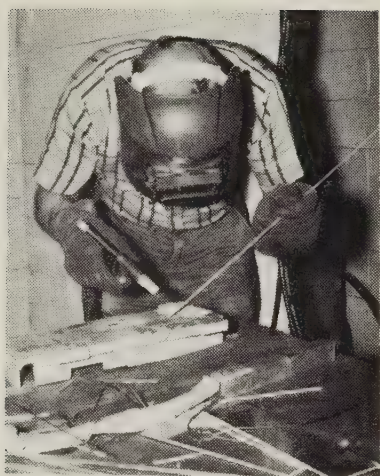
WAT 1102	Basic Watchmakers Tools and Equipment II	3	9	6
WAT 1104	The Power Train	2	9	5
WAT 1105	The Train of Wheels	3	9	6
		<u>8</u>	<u>27</u>	<u>17</u>

THIRD QUARTER

WAT 1109	Winding and Setting Mechanism	3	9	6
WAT 1110	The Timing Machine and Position Adjustments	3	9	6
WAT 1106	Escapement: Repairs and Adjustments	3	9	6
		<u>9</u>	<u>27</u>	<u>18</u>

FOURTH QUARTER

WAT 1112	Standard Repairs, Watch Cleaning and Casing	5	12	9
WAT 1113	Small Business Operation and Customer Relations	5	0	5
WAT 1114	Watches with Special Features and newest developments in Horology	5	0	5
		<u>15</u>	<u>12</u>	<u>19</u>



Welding

INTRODUCTION

Purpose of Curriculum

This curriculum was developed to fill the tremendous need for welders in North Carolina. The recently completed Manpower Survey shows quite clearly that many welders will be needed annually to fill present and projected vacancies in the State.

The content of this curriculum is designed to give students sound understanding of the principles, methods, techniques, and skills essential for successful employment in the welding field and metals industry.

The field of welding offers a person prestige, security and a future of continuous employment with steady advancement. It offers employment in practically any industry: shipbuilding, automotive, aircraft, guided missiles, railroads, construction, pipe fitting, production shop, job shop and many others.

Job Description

Welders join metals by applying intense heat, and sometimes pressure, to melt the edges to form a permanent bond. Closely related to welding is "oxygen cutting." Of the more than 35 different ways of welding metals, arc, gas, and resistance welding are the three most important.

The principal duty of the welder using manual techniques is to control the melting by directing the heat from either an electric arc or gas welding torch and to add filler metal where necessary to complete the joint. He should possess a great deal of manipulative skill with a knowledge of jigs, welding symbols, mathematics, basic metallurgy, and blueprint reading.

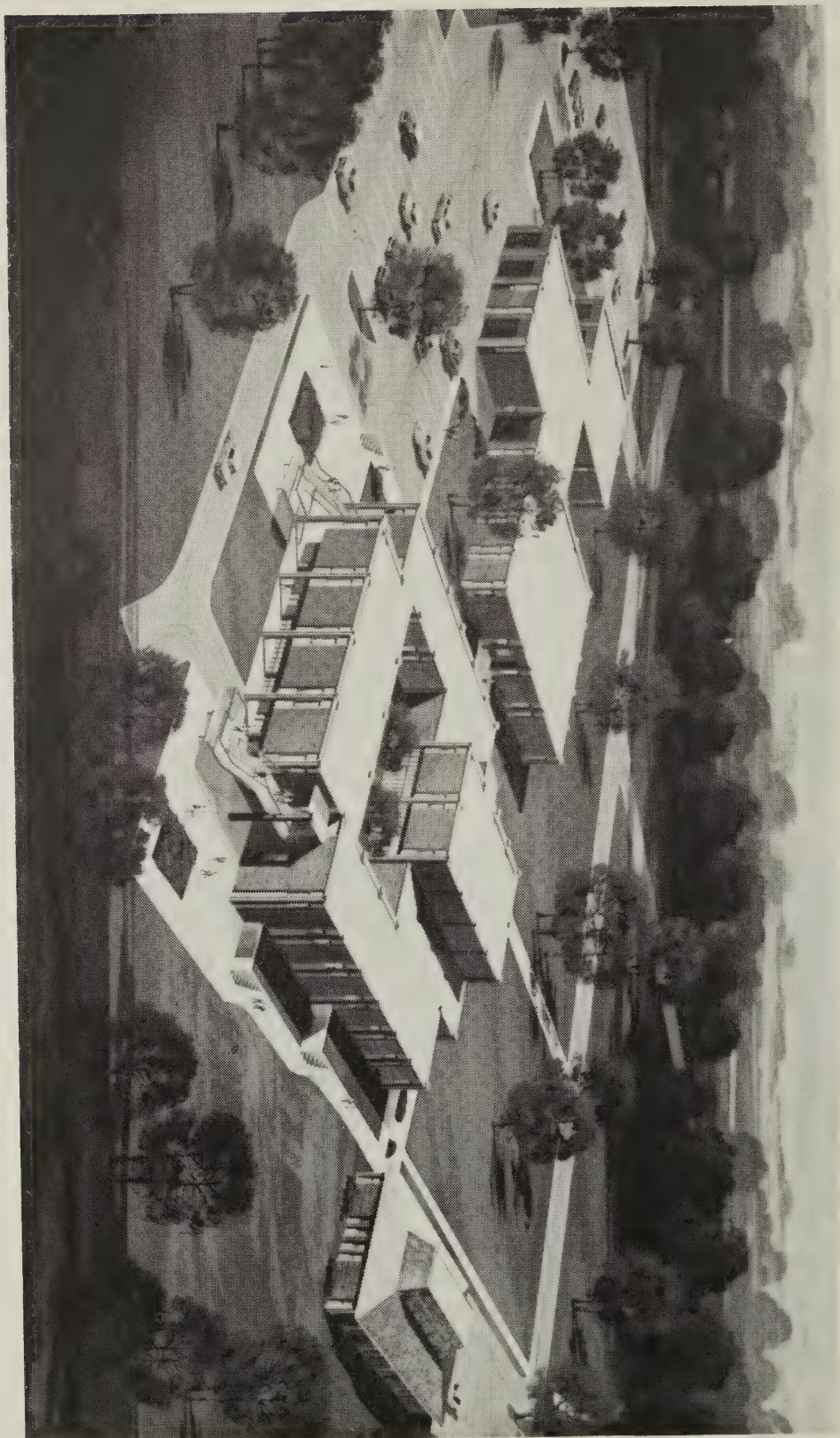
	Hrs. Per Week Class	Lab	Qtr. hrs.
First Quarter			
WLD 1141 Beginning Welding	5	15	10
MAT 1101 Fundamentals of Mathematics	5	0	5
DFT 1104 Blueprint Reading: Mechanical	0	3	1
ENG 1101 Reading Improvement	2	0	2
	12	18	18

Second Quarter			
WLD 1142 Intermediate Welding	5	15	10
MAT 1103 Geometry	3	0	3
DFT 1117 Blueprint Reading: Welding	0	3	1
ENG 1102 Communication Skills	3	0	3
	11	18	17

Third Quarter			
WLD 1124 Pipe Welding	3	12	7
WLD 1123 Inert Gas Welding	1	3	2
WLD 1112 Mechanical Testing and Inspection	1	3	2
DFT 1118 Pattern Development and Sketching	0	3	1
PSY 1101 Human Relations	3	0	3
	8	21	15

Fourth Quarter			
WLD 1122 Commercial and Industrial Practices	3	9	6
WLD 1125 Certification Practices	3	6	5
MEC 1112 Machine Shop Processes	0	6	2
BUS 1105 Industrial Organizations	3	0	3
	9	21	16







COURSE DESCRIPTIONS

AIR CONDITIONING, HEATING & REFRIGERATION

AHR 1101 AUTOMOTIVE AIR CONDITIONING

General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system. Prerequisite: PHY 1102.

AHR 1121 PRINCIPLES OF REFRIGERATION

8

An introduction to the principles of refrigeration, terminology, the use and care of tools and equipment, and the identification and the function of the component parts of a system. Other topics to be included will be the basic laws of refrigeration; characteristics and comparison of the various refrigerants; the use and construction of valves, fittings, and basic controls. Practical work includes tube bending, flaring, and soldering. Standard procedures and safety measures are stressed in the use of special refrigeration service equipment and the handling of refrigerants. Prerequisite: None.

AHR 1122 DOMESTIC AND COMMERCIAL REFRIGERATION

9

Domestic refrigeration servicing of conventional, hermetic, and absorption systems. Cabinet care, controls, and system maintenance in domestic refrigerators, freezers, and window air conditioning units is stressed. Commercial refrigeration servicing of display cabinets, walk-in cooler and freezer units, and mobile refrigeration systems is studied. The use of manufacturers' catalogues in sizing and matching system components and a study of controls, refrigerants, servicing methods is made. The American Standard Safety Code for refrigeration is studied and its principles practiced. Prerequisite: AHR 1121.

AHR 1123 PRINCIPLES OF AIR CONDITIONING

7

Work includes the selection of various heating, cooling, and ventilating systems, investigation and control of factors affecting air cleaning, movement, temperature, and humidity. Use is made of psychrometric charts in determining needs to produce optimum temperature and humidity control. Commercial air conditioning equipment is assembled and tested. Practical sizing and balancing of ductwork is performed as needed. Prerequisite: AHR 1122.

AHR 1124 AIR CONDITIONING AND REFRIGERATION SERVICING

5

Emphasis is placed on the installation, maintenance, and servicing of equipment used in the cleaning, changing, humidification and temperature control of air in an air conditioned space. Installation of various ducts and lines needed to connect various components is made. Shop work involves burner operation, controls, testing, and adjusting of air conditioning and refrigeration equipment, and location and correction of equipment failure. Prerequisite: AHR 1123.

AHR 1126 ALL-YEAR COMFORT SYSTEMS

5

Auxiliary equipment used in conjunction with refrigeration systems to provide both heating and cooling "all year" comfort will be studied and set up in the laboratory. Included will be oil fired systems, gas fired systems water circulating systems, and electric-resistance systems. Installation of heat pumps will be studied along with servicing techniques. Reversing valves, special types of thermostatic expansion valves, systems of de-icing coils, and electric wiring and controls are included in the study. Prerequisite: AHR 1123, AHR 1128.

AHR 1128 AUTOMATIC CONTROLS

5

Types of automatic controls and their function in air conditioning systems. Included in the course will be electric and pneumatic controls for domestic and commercial cooling and heating; zone controls, unit heater and ventilator controls, and radiant panel controls. Prerequisite: ELC 1102, AHR 1122.

ART

T-ART 110 COLOR AND DESIGN I 5

This course will teach the essential techniques that will be needed to develop the ability to compose and to use value and color to express oneself in any dimension.

T-ART 112 COLOR AND DESIGN II 5

A continuation of Color and Design I

AUTOMOTIVE

AUT 1121 BRAKING SYSTEMS 4

A complete study of various braking systems employed on automobiles and lightweight trucks. Emphasis is placed on how they operate, proper adjustment, and repair. Prerequisite: PHY 1102.

AUT 1123 AUTOMOTIVE CHASSIS & SUSPENSION SYSTEMS 6

Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension and steering systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, and front end and alignment. Prerequisite: PME 1102.

AUT 1124 AUTOMOTIVE POWER TRAIN SYSTEMS 6

Principles and functions of automotive power train systems: clutches transmission gears, torque converters, drive shaft assemblies, rear axles, and differentials. Identification of troubles, servicing, and repair. Prerequisites: PHY 1102, AUT 1123.

AUT 1125 AUTOMOTIVE SERVICING 7

Emphasis is on the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Troubleshooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing, and replacing. Prerequisites: AUT 1123, AUT 1121, AHR 1101.

BIOLOGY

T-BIO 125 ANATOMY & PHYSIOLOGY 5

A study of the structure and normal functions of the human body and its systems with emphasis upon the interrelated functions of various parts and systematic processes in the development of basic physiological principles. Included are the basic principles of chemistry, physics and microbiology as each relates to the physiological function of the human body. Prerequisite: None.

T-BIO 115 NATURAL SCIENCE I 4

Presents a basic understanding of man as a biological organism in nature. This initial orientation to natural science emphasizes the zoological and botanical aspects as opposed to the physical.

T-BIO 135 ANATOMY & PSYCHOLOGY 4

A continuation of T-BIO 125.

T-BIO 201 NATURAL SCIENCE II 4

A continuation of Natural Science I

BUSINESS

T-BUS 101 INTRODUCTION TO BUSINESS 5

A survey of the business world with particular attention devoted to the structure of the various types of business organizations, methods of financing, internal organization, and management. Prerequisite: None.

T-BUS 102 TYPEWRITING**3**

Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts.

T-BUS 103 TYPEWRITING**3**

Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms. Prerequisite: T-BUS 102 or the equivalent. Speed requirement—30 words per minute for five minutes.

T-BUS 104 TYPEWRITING**3**

Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms. Prerequisite: T-BUS 103 or equivalent. Speed requirement—40 words per minute.

T-BUS 105 A B C STENOSCRIP T**5**

The purpose of this course is to enable a person to master shorthand in the shortest time using the phonetic system. The average person can obtain a speed of 80 words per minute while a speed of 100 words per minute is attainable by earnest study.

T-BUS 106 SHORTHAND**4**

A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms and phrases. Prerequisite: None.

T-BUS 107 SHORTHAND**4**

Continued study of theory with greater emphasis on dictation and elementary transcription. Prerequisite: T-BUS 106 or the equivalent.

T-BUS 108 SHORTHAND**4**

Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription. Prerequisite: T-BUS 107.

T-BUS 110 OFFICE MACHINES**3**

A general survey of the business and office machines. Students will receive training in techniques, processes, operation, and application of the ten-key adding machines, full keyboard adding machines, and calculator. Prerequisite: None.

T-BUS 112 FILING**3**

Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides. Alphabetic, triple check, automatic, geographic, subject, soundex, and Dewey Decimal filing. Prerequisite: None.

T-BUS 113 MEDICAL TERMINOLOGY & VOCABULARY I**3**

A study of the structure of medical words and terms. Emphasis is placed on spelling and defining commonly-used prefixes, suffixes, root words and their combining forms. Prerequisite: None.

T-BUS 114 MEDICAL TERMINOLOGY & VOCABULARY II**3**

A continuation of T-BUS 113 with greater emphasis on an understanding of terminology and its use in the medical office. Prerequisite: T-BUS 113.

T-BUS 115 BUSINESS LAW**3**

A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies. Prerequisite: None.

T-BUS 116 BUSINESS LAW**3**

Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights. Prerequisite: T-BUS 115.

T-BUS 120 ACCOUNTING**4**

Principles, techniques, and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned.

Prerequisite: T-MAT 110.

T-BUS 121 ACCOUNTING**4**

Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on the recording, summarizing and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems.

Prerequisite: T-BUS 120.

T-BUS 123 BUSINESS FINANCE**3**

Financing of business units, as individuals, partnerships, corporations, and trusts. A detailed study is made of short-term, long-term, and consumer financing. Prerequisite: None.

T-BUS 183M TERMINOLOGY AND VOCABULARY**3**

To develop an understanding of the terminology and vocabulary appropriate to the course of study as it is used in business, technical, and professional offices. Prerequisite: T-BUS 107.

T-BUS 202 MEDICAL INSURANCE AND RECORDS**5**

A study of the various types of medical insurance forms and their preparation, insurance terminology, insurance laws; medical and non-medical records used in the physician's office.

T-BUS 204 ORAL COMMUNICATION**3**

A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews. Prerequisite: T-ENG 101.

T-BUS 205 ADVANCED TYPEWRITING**3**

Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts and legal documents. Prerequisite: T-BUS 104. Speed requirement—50 words per minute for five minutes.

T-BUS 206E DICTATION AND TRANSCRIPTION**4**

Develops the skill of taking dictation and of transcribing a the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 100 words per minute required for five minutes on new material. Prerequisite: T-BUS 108.

T-BUS 206M DICTATION AND TRANSCRIPTION**4**

Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 100 words per minute for five minutes on new material. Prerequisite: T-BUS 108.

T-BUS 207E DICTATION AND TRANSCRIPTION

4

Covering materials appropriate to the course of study, the student develops accuracy, speed, and vocabulary that will enable her to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 110 words per minute required for five minutes on new material. Prerequisite: T-BUS 206.

T-BUS 207M DICTATION AND TRANSCRIPTION

4

Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 110 words per minute required for five minutes on new material. Prerequisite: T-BUS 206M.

T-BUS 208E DICTATION AND TRANSCRIPTION

4

Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 120 words per minute required for five minutes on new material. Prerequisite: T-BUS 207.

T-BUS 208M DICTATION AND TRANSCRIPTION

4

Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 120 words per minute required for five minutes on new material. Prerequisite: T-BUS 207.

T-BUS 211 OFFICE MACHINES

3

Instructions in the operation of the bookkeeping-accounting machines, duplicating equipment, and the dictating and transcribing machines. Prerequisite: T-BUS 110.

T-BUS 213 MEDICAL TRANSCRIPTIONS & OFFICE MACHINES

3

Introduction to the most common machines found in a physician's office; ten-key adding machine, photocopiers and transcribing machines. Students will learn medical transcription by transcribing actual medical histories.

T-BUS 214 SECRETARIAL PROCEDURES

4

Designed to acquaint the student with the responsibilities encountered by a secretary during the work day. These include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims. Prerequisite: None.

T-BUS 215E OFFICE APPLICATION

6

During the sixth quarter only, students are assigned to work in a business, technical, or professional office for six hours per week. The objective is to provide actual work experience for secretarial students and an opportunity for the practical application of the skills and knowledge previously learned, according to the course of study. Prerequisites: T-BUS 214, T-BUS 205, T-BUS 208, T-BUS 211.

T-BUS 215M OFFICE APPLICATION

6

During the sixth quarter only, students are assigned to work in a business, technical, or professional office for six hours per week. The objective is to provide actual work experience for secretarial students and an opportunity for the practical application of the skills and knowledge previously learned, according to the course of study. Prerequisites: T-BUS 214, T-BUS 205, T-BUS 208, T-BUS 211.

T-BUS 217 BUSINESS LAW

6

A study of the powers, policies, methods, and procedures used by the various federal, state, and local administrative agencies in promoting and regulating business enterprises. It includes a consideration of the constitutional and statutory limitations on these bodies and judicial review of administrative action. Prerequisite: T-BUS 116.

T-BUS 218 MEDICAL LAW & ETHICS**3**

Designed to acquaint the student with the legal aspects of medical practice acts, the relationship of physician, patient, professional liabilities and types of medical practice.

T-BUS 219 CREDIT PROCEDURES AND PROBLEMS**3**

Principles and practices in the extension of credit; collection procedures; laws pertaining to credit extension and collection are included. Prerequisite: T-BUS 120.

T-BUS 222 ACCOUNTING**6**

Thorough treatment of the field of general accounting, providing the necessary foundation for specialized studies that follow. The course includes, among other aspects, the balance sheet, income and surplus statements, fundamental processes of recording, cash and temporary investments, and analysis of working capital. Prerequisite: T-BUS 121.

T-BUS 223 ACCOUNTING**6**

Additional study of intermediate accounting with emphasis on investments, plants and equipment, intangible assets, and deferred charges, long-term liabilities, paid-in capital, retained earnings, and special analytical processes. Prerequisite: T-BUS 222.

T-BUS 225 COST ACCOUNTING**4**

Nature and purpose of cost accounting; accounting for direct labor, materials, and factory burden; job cost, and standard cost principles and procedures; selling and distribution cost; budgets, and executive use of cost figures. Prerequisite: T-BUS 121.

T-BUS 227 ADVANCED ACCOUNTING**4**

Advanced accounting theory and principles as applied to special accounting problems, bankruptcy proceedings, estates and trusts, consolidation of statements, parent, and subsidiary accounting. Prerequisite: T-BUS 223.

T-BUS 229 TAXES**4**

Application of federal and state taxes to various businesses and business conditions. A study of the following taxes: income, payroll, intangible, capital gain, sales and use, excise, and inheritance. Prerequisite: T-BUS 121.

T-BUS 232 SALES DEVELOPMENT**3**

A study of retail, wholesale and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required. Prerequisite: None.

T-BUS 235 BUSINESS MANAGEMENT**3**

Principles of business management including overview of major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function versus the operating function. Role of management in business—qualifications and requirements. Prerequisite: None.

T-BUS 239 MARKETING**5**

A general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process. Prerequisite: None.

T-BUS 243 ADVERTISING**4**

The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals; product and market research; selection of media; means of testing effectiveness of advertising. Theory and practice of writing advertising copy for various media. Prerequisite: None.

- T-BUS 247 BUSINESS INSURANCE** 3
A presentation of the basic principles of risk insurance and their application. A survey of the various types of insurance is included. Prerequisite: None.
- T-BUS 255 INTERPRETING ACCOUNTING RECORDS** 3
Designed to aid the student in developing a "use understanding" of accounting records, reports, and financial statements. Interpretation, analysis, and utilization of accounting statements. Prerequisite: T-BUS 121.
- T-BUS 266 BUDGET AND RECORD KEEPING** 3
The basic principles, methods, and procedures for preparation and operation of budgets. Special attention is given to the involvement of individual departments and the role they play. Emphasis on the necessity for accurate record keeping in order to evaluate the effectiveness of budget planning. Prerequisite: T-BUS 121.
- T-BUS 269 AUDITING** 4
Principles of conducting audits and investigations; setting up accounts based upon audits; collecting data on working papers; arranging and systemizing the audit, and writing the audit report. Emphasis placed on detailed audits, internal auditing, and internal control. Prerequisite: T-BUS 223.
- T-BUS 271 OFFICE MANAGEMENT** 3
Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing and actuating office problems. Prerequisite: None.
- T-BUS 272 PRINCIPLES OF SUPERVISION** 3
Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and role of the supervisor. Prerequisite: None.
- T-BUS 280M OFFICE MACHINES-MEDICAL TRANSCRIPTION** 4
A general survey of office machines used in the physician's office. Emphasis in techniques, processes and operation of ten key adding machine and transcribing machines. Develops skill in transcribing at the typewriter appropriate materials used in the physician's office. Prerequisite: None.
- T-BUS 284M TERMINOLOGY AND VOCABULARY** 3
Greater emphasis on an understanding of the terminology and vocabulary appropriate to the course of study, as it is used in business, technical, and professional offices. Prerequisite: T-BUS 183M.
- BUS 1102 TYPEWRITING** 3
A beginning course in touch typewriting, with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, and tabulation. Prerequisite: None.
- BUS 1004 MARKETING** 3
Covers the problems confronting the operator in preparing his produce for sale and those in the actual sale of this produce.
- BUS 1015 BOOKKEEPING I** 4
Involves keeping of records to document income and expenses.
- BUS 1016 BOOKKEEPING II** 4
Continuation of Bookkeeping I
- BUS 1022 BUSINESS COMMUNICATION** 5
Fundamentals of effective communication through correct language usage in speaking and writing the necessary letters and other necessary information.

BUS 1028 BUSINESS LAW

3

A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.

BUS 1103 SMALL BUSINESS OPERATIONS

3

An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.

Prerequisite: None.

BUS 1105 INDUSTRIAL ORGANIZATIONS

3

Methods, techniques, and practices of modern management in planning, organizing and controlling operations of a manufacturing concern. Introduction to the competitive system and the factors constituting product cost.

Prerequisite: None.

CARPENTRY

CAR 1101 CARPENTRY

8

A brief history of carpentry and present trends of the construction industry. The course will involve operation care and safe use of carpenters handtools and powertools in cutting, shaping and joining construction materials used by the carpenter. Major topics of study will include theoretical and practical applications involving: materials and methods of construction, building layout, preparation of site, footings and foundation wall construction including form construction and erection.

Prerequisite: None.

CAR 1102 CARPENTRY: MILLWORK AND CABINETMAKING

8

Cabinet making and millwork as performed by the general carpenter for building construction. Use of shop tools and equipment will be emphasized in learning methods of construction of millwork and cabinetry. Practical applications will include measuring, layout and construction of: base and wall cabinets, built in desk, door and window frames, stairs, and interior and exterior cornice and trim. Materials and finishes, will also be studied.

Prerequisites: CAR 1101, DFT 1110.

CAR 1103 CARPENTRY: FRAMING

8

Instruction is given in the principles and practices of frame construction beginning with the foundation sills and including: floor joist, subfloor, wall studs, ceiling joist, rafters, bridging, bracing, sheathing and interior wall partition. Roof construction includes the layout and construction methods of common types of roofs using standard rafter construction, truss construction, and post and beam construction. Application and selection of sheathing and roofing is included. Consideration is given to the coordination of carpentry work with installation of the mechanical equipment such as: electrical, air conditioning, heating, and plumbing.

Prerequisites: CAR 1101, DFT 1111.

CAR 1104 CARPENTRY: FINISHING

9

Exterior and interior trim and finish carpentry will complete the general carpentry program. Included will be materials and methods used in finishing carpentry such as: exterior cornice, door and window trim; interior flooring, door and window facing, moldings, and cornice construction; installation of hardware; and installation of built in equipment and cabinets.

Prerequisites: CAR 1103, DFT 1111.

CAR 1113 CARPENTRY: ESTIMATING**4**

This is a practical course in quantity "take off" from prints of jobs performed by the carpenter. Figuring the quantities of materials needed and costs of building various components and structures.

Prerequisites: DFT 1111, MAT 1112.

CAR 1114 BUILDING CODES**3**

A study is made of building codes and the minimum requirements for local, county, and state construction regulations. This involves safety, sanitation, mechanical equipment and materials. Also, a review will be made of the minimum property requirements of the Federal Housing Administration and the North Carolina State Code.

Prerequisite: CAR 1103.

Corequisite: CAR 1104.

CRAFTS**T-CFT 101 INTRODUCTION TO ARTS AND CRAFTS****6**

Demonstrates the method and materials used in arts and crafts projects for a variety of recreational settings: school, camp, playground, recreation center, and club. Emphasis is on constructing administering, promoting, and teaching crafts.

T-CFT 102 GROUP CRAFTS I**4**

Offers a wide variety of activities and training in crafts including small crafts as block printing, decoupage, and creative stitchery to weaving, spinning, rug braiding and hooking. Woodworking ranging from whittling toys to wood sculpture and small pieces of furniture. Metal work with the creating of metal jewelry.

T-CFT 103 GROUP CRAFTS II**4**

A continuation of Group Crafts I

T-CFT 201 GROUP CRAFTS III**4**

A continuation of Group Crafts I

CIVIL ENGINEERING**T-CIV 101 SURVEYING****4**

Theory and practice of plane surveying including taping, differential and profile leveling, cross sections, earthwork computations, transit, stadia, and transit-tape surveys. Corequisites: T-MAT 101, T-DFT 101.

DRAFTING**T-DFT 101 TECHNICAL DRAFTING****2**

The field of drafting is introduced as the student begins study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are: use of drafting equipment, lettering, freehand orthographic and pictorial sketching, geometric construction, orthographic instrument drawing of principal views, and standards and practices of dimensioning. The principles of isometric, oblique, and perspective are introduced. Prerequisite: None.

T-DFT 120 TOPOGRAPHIC DRAWING**3**

Application of drawing techniques to land surveying, including boundaries, roads, buildings, and elevations. Prerequisite: T-DFT 101.

DFT 1101 SCHEMATICS & DIAGRAMS: POWER MECHANICS**1**

Interpretation and reading of blueprints. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes. Prerequisite: None.

- DFT 1104 BLUEPRINT READING: MECHANICAL** 1
Interpretation and reading of blueprints. Information on the basic principles of the blueprint; lines, views, dimensioning procedures and notes. Prerequisite: None.
- DFT 1105 BLUEPRINT READING: MECHANICAL** 1
Further practice in interpretation of blueprints as they are used in industry; study of prints supplied by industry; making plans of operations; introduction to drafting room procedures; sketching as a means of passing on ideas, information and processes. Prerequisite: DFT 1104.
- DFT 1106 BLUEPRINT READING: MECHANICAL** 1
Advanced blueprint reading and sketching as related to detail and assembly drawings used in machine shops. The interpretation of drawings of complex parts and mechanisms for features of fabrication, construction and assembly. Prerequisite: DFT 1105.
- DFT 1110 BLUEPRINT READING: BUILDING TRADES** 1
Principles of interpreting blueprints and specifications common to the building trades. Development of proficiency in making three view and pictorial sketches. Prerequisite: None.
- DFT 1111 BLUEPRINT READING & SKETCHING** 1
Principles of interpreting blueprints and specifications common to the building trades. Practice in reading details for grades, foundations, floor plans, elevations, walls, doors and windows, and roofs of buildings. Development of proficiency in making three view and pictorial sketches. Prerequisite: DFT 1110.
- DFT 1112 BLUEPRINT READING & SKETCHING** 1
Designed to develop abilities in reading complex drawings in the masonry field. Blueprints of residential and commercial buildings will be studied with emphasis on the plot plan, floor plan, basement and/or foundation plan, walls and various detailed drawings of masonry work. Prerequisite: DFT 1111.
- DFT 1116 BLUEPRINT READING: AIR CONDITIONING** 2
A specialized course in drafting for the heating, air conditioning, and refrigeration student. Emphasis will be placed on reading of blueprints that are common to the trade; blueprints of mechanical components, assembly drawings, wiring diagrams and schematics, floor plans, heating system plans including duct and equipment layout plans, and shop sketches. The student will make tracings of floor plans and layout air conditioning systems. Prerequisite: DFT 1122.
- DFT 1117 BLUEPRINT READING: WELDING** 1
A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, and specifications. Prerequisite: DFT 1104.
- DFT 1118 PATTERN DEVELOPMENT AND SKETCHING** 1
Continued study of welding symbols; methods used in layout of sheet steel; sketching of projects, jigs and holding devices involved in welding. Special emphasis is placed on developing pipe and angle layouts by the use of patterns and templates. Prerequisite: None.

DFT 1122 DRAFTING

5

The trainee will study simple and successive revolutions and their applications to practical problems. Sections and conventions will be studied and both detail and assembly sections will be drawn. Inter-sections and developments will be studied by relating the drawing to the sheet metal trades. Models of the assigned drawings will be made from construction paper, cardboard, or similar materials as a proof of the solution to the problems drawn. Methods of drawing and projecting axanometric, oblique, and perspective drawings will be studied with emphasis on the practical applications of pictorial drawings. Various methods of shading will be introduced and dimensioning and sectioning of oblique and axonometric pictorials will be done. Prerequisite: DFT 1121.

DATA PROCESSING

T-EDP 104 INTRODUCTION TO DATA PROCESSING SYSTEMS

4

A study of the fundamental concepts and operational principles of data processing system. They are presented as an aid in developing a basic knowledge of computers as a prerequisite to the detail study of a particular system. This course also provides a general knowledge of computing systems and is a prerequisite for all programming courses. Prerequisite: None.

ECONOMICE

T-ECO 102 ECONOMICS

3

The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large. Prerequisite: None.

T-ECO 104 ECONOMICS

3

Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems. Prerequisite: T-ECO 102.

T-ECO 108 CONSUMER ECONOMICS

3

Designed to help the student use his resources of time, energy, and money to get the most out of life. It gives the student an opportunity to build useful skills in buying, managing his finances, increasing his resources, and to understand better the economy in which he lives. Prerequisite: None.

ELECTRICITY

ELC 1102 APPLIED ELECTRICITY

6

The use and care of test instruments and equipment used in servicing electrical apparatus for air conditioning and refrigeration installations. Electrical principles and procedures for trouble-shooting of the various electrical devices used in air conditioning, heating, and refrigeration equipment. Included will be transformers, various types of motors and starting devices, switches, electrical heating devices and wiring. Prerequisite: PHY 1101.

ELC 1111 BASIC ELECTRICITY

5

The fundamental concepts of electricity, the electron theory, conductors, insulators, static electricity, magnetism, difference in potential, primary methods of producing electricity, electric current, resistance, batteries, the simple electric circuit, ohms law, electric power and energy, direct current, parallel and series circuits, inductance, transformers, and capacitance.

ELC 1112 DIRECT AND ALTERNATING CURRENT 11

A study of the electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. An analysis of direct current circuits by Ohm's Law and Kirchhoff's Law. A study of the sources of direct current voltage potentials. Fundamental concepts of alternating current flow, reactance, impedance, phase angle, power, and resonance. Analysis of alternating current circuits. Prerequisite: None.

ELC 1113 ALTERNATING CURRENT AND DIRECT MACHINES AND CONTROLS 10

Provides fundamental concepts in single and polyphase alternating current circuits, voltages, currents, power measurements, transformers, and motors. Instruction in the use of electrical test instruments in circuit analysis. The basic concepts of AC and DC machines and simple system controls. An introduction to the type control used in small appliances such as: thermostats, times, or sequencing switches. Prerequisites: ELC 1112, MAT 1115.

ELC 1124 RESIDENTIAL WIRING 8

Provides instruction and application in the fundamentals of blueprint reading, planning, layout, and installation of wiring in residential applications such as: services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, National Electrical Code regulations in actual building mock-ups. Prerequisites: ELC 1113, DFT 1110.

ELC 1125 COMMERCIAL AND INDUSTRIAL WIRING 9

Layout, planning, and installation of wiring systems in commercial and industrial complexes, with emphasis upon blueprint reading and symbols, the related National Electrical Codes, and the application of the fundamentals to practical experience in wiring, conduit preparation, and installation of simple systems. Prerequisites: ELN 1118, ELC 1124.

ELECTRONICS

ELN 1118 INDUSTRIAL ELECTRONICS 7

Basic theory, operating characteristics, and application of vacuum tubes such as: diodes, triodes, tetrodes, pentodes, and gaseous control tubes. An introduction to amplifiers using triodes, power supplies using diodes, and other basic applications. Prerequisite: ELC 1113.

ELN 1119 INDUSTRIAL ELECTRONICS 7

Basic industrial electronic systems such as: motor controls, alarm systems, heating systems and controls, magnetic amplifier controls, welding control systems using thyatron tubes, and other basic types of systems commonly found in most industries. Prerequisite: ELN 1118.

ENGLISH

T-ENG 101 GRAMMAR 5

Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life. Prerequisite: None.

T-ENG 101 B GRAMMAR 5

A continuation of T-ENG 101.

T-ENG 102 COMPOSITION 3

Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph, and whole composition. Prerequisite: T-ENG 101.

T-ENG 103 REPORT WRITING

3

The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphich devices, are com-

T-ENG 204 ORAL COMMUNICATION

3

A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews.

Prerequisite: T-ENG 101.

T-ENG 206 BUSINESS COMMUNICATION

5

Develops skills in techniques in writing business communications. Emphasis is placed on writing action-getting sales letters and prospectuses; business reports; summaries of business conferences; and letters involving credit, collection, adjustment, complaint, orders, acknowledgement, remittances, and inquiry.

Prerequisite: T-ENG 102.

ENG 1101 READING IMPROVEMENT

2

Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and work group recognition and to train for comprehension in larger units.

Prerequisite: None.

ENG 1102 COMMUNICATION SKILLS

3

Designed to promote effective communication through correct language usage in speaking and writing.

Prerequisite: ENG 1101.

ENG 1103 REPORT WRITING

2

Fundamentals of correct language usage applied to report writing. Emphasis is on principles of report construction and application to various report forms. Prerequisite: ENG 1102.

ENG 1104 SPECIALIZED COMMUNICATIONS

4

Fundamentals of effective communication through correct language usage in speaking and preparing reports.

FORESTRY

T-FOR 101 GENERAL FORESTRY

3

An introduction to forests and forestry. The relationships of the forest and its use to the welfare of mankind is stressed. The student is given insight into the several branches of forestry through lecture, demonstrations and visual aids. Prerequisite: None.

T-FOR 102 FOREST BOTANY AND ECOLOGY (SILVICS)

5

Basic botany oriented to forest vegetation. An investigation into the internal and external structure of plants and trees and the basic function of the various parts of trees. Basic plant classification is introduced. Includes a study of the members of the forest community. The relations of the forest to its environment, the effect of trees on each other, on other vegetation, and the use of ecology. Prerequisite: None.

T-FOR 103 SAFETY AND FIRST AID

1

Deals with proper clothing and equipment for working in forested areas. Safety for individuals and associates is stressed. First aid instruction is American Red Cross Standard First Aid Course. Prerequisite: None.

T-FOR 104 BASIC FOREST MENSURATION 5

The course familiarizes the student with the various measurements made in forestry. Theories and instruments of measurements are studied and subsequently applied in the field in the measuring of standard and felled trees and other forest products. Prerequisite: T-FOR 101.

T-FOR 105 FOREST SOILS 3

An introduction to basic soils as applied to forest. Principles of soil conservation and forest soil reclamation; forest soil management and the effects of soil conditions on forest growth. Prerequisite: None.

T-FOR 107 TREE IDENTIFICATION 3

Classification of trees and field identification of selected species of trees. Instruction includes uses and silvical characteristics. Prerequisite: None.

T-FOR 109 ARTIFICIAL REFORESTATION 3

Explores the subject to include the problems involved in collecting, extracting and storing of seeds; all phases of nursery operations; and the steps involved in artificial reforestation, either by planting or by direct seeding. Prerequisite: T-FOR 102.

T-FOR 206 APPLIED FOREST MENSURATION 5

Application techniques previously learned. Cruising systems and basic statistical methods are covered. Prerequisite: T-FOR 104.

T-FOR 208 FOREST SURVEYING 3

Relocation of old corners and lines and the legal aspects of land surveys. Forest road layout. Prerequisite: T-CIV 101.

T-FOR 212 FOREST AERIAL PHOTOGRAPHY INTERPRETATION 3

Introduction to the use of aerial photographs in forestry; mapping, administration, and inventory.

T-FOR 215 FOREST INSECTS AND DISEASES 3

The study of the primary forest insects and diseases and control methods. Includes field identification of certain insects and diseases. Prerequisite: T-FOR 101.

T-FOR 216 FOREST EQUIPMENT (Logging) 4

The selection, maintenance, and use of equipment for forest land management including logging, fire fighting, and land preparation equipment; and vehicles. Planning, cost control, production, labor, hard tools, techniques, transportation, and storage of logs are discussed. Prerequisite: None.

T-FOR 217 FOREST FIRE CONTROL 3

A study of the main causes of forest fires, preventive measures and methods of controlling forest fires. Includes field exercise with modern forest fire suppression equipment. Prerequisite: None.

T-FOR 218 FOREST FIELD SEMINAR 3

An extended field laboratory where the student visits operating forest product industries and land management organizations. Prerequisite: None.

T-FOR 219 FOREST RECREATION 3

Principles and problems involved in the utilization of our natural resources for recreational purposes. Prerequisite: None.

T-FOR 220 MARKETING AND UTILIZATION 3

Course deals with factors involved in the proper marketing and utilization of logs, trees, stands, and species. Prerequisite: None.

T-FOR 221 APPLIED SILVICULTURE 3

Covers the establishment, development, caring for, and harvesting stands of timber. Prerequisite: None.

T-FOR 250 FOREST PRACTICES	13
An in depth study and research on a Forest Management area.	
FOR 1103 SAFETY AND FIRST AID	1
Deals with proper clothing and other aspects of industrial safety. Safety for individuals and associates is stressed. First aid instruction is American Red Cross Standard First Aid Course.	
FOREST RECREATION	
T-FRC 101 FOREST RECREATION	3
A survey of the field of outdoor recreation designed to acquaint the student with all the facts, problems, and opportunities in the field.	
T-FRC 102 SHRUB IDENTIFICATION	2
Designed to teach the student identification procedures for shrubs, both native and introduced, which may be used in recreation areas.	
T-FRC 201 GROUNDS MAINTENANCE I	5
Investigates recreational planning, scheduling, and public relations. Includes growing and maintenance of high grass, and the planting and care of trees and shrubs.	
T-FRC 202 GROUNDS MAINTENANCE II	5
Covers selection, use, and maintenance of equipment, disease and insect control; weeds and eradication; and soil erosion cause and control. Prerequisite: Ground Maintenance I.	
T-FRC 203 GROUND MAINTENANCE III	5
Concerned with maintenance of roads and parking areas, specifications for materials and maintenance of recreational areas. Prerequisite: Ground Maintenance II.	
T-FRC 204 WOOD CONSTRUCTION	4
To acquaint the student with frame construction and finish carpentry so that he can undertake certain construction and repairs and supervise those beyond his resources.	
T-FRC 205 SANITATION AND CLEANLINESS	3
To determine standards of sanitation and cleanliness and the method necessary to reach and maintain these standards.	
T-FRC 206 BLUEPRINT READING	3
To provide training and background for the student to enable him to use blueprints and to supervise installations based on blueprints.	
T-FRC 207 BASIC ELECTRICITY	4
Covers installation, trouble-shooting, and maintenance of 110 and 220 volt systems.	
T-FRC 208 WATER AND SEWAGE MANAGEMENT	4
Includes provision of a safe, pure, sufficient water supply and the various acceptable methods of sewage treatment and disposal.	
T-FRC 209 BRICK, STONE, AND BLOCK CONSTRUCTION	3
Covers design, mortar preparation, selection of materials, and construction to enable the student to undertake certain construction and repairs and supervise those beyond his resources.	
T-FRC 210 PUBLIC RELATIONS	3
Deals with understanding of people and the application of proven psychological methods in dealing with the public.	

HEALTH

T-HEA 123 MEDICAL TERMS AND VOCABULARY

3

A study of the basic structure of medical words, including prefixes, suffixes, roots, combining forms and plurals. Emphasis is placed on spelling and pronunciation.

T-HEA 133 MEDICAL TERMS & VOCABULARY

3

A continuation of T-HEA 123.

HORTICULTURE

HOR 1001 PLANT GROWTH AND DEVELOPMENT

3

Studies the why and how of plant growth and relates this to plant development.

HOR 1002 SOILS AND FERTILIZERS

3

Includes plant nutrition, soil fertility, and plant growth as related to fertilization. Also covers fertilizer materials, their production, properties, and use.

HOR 1003 GREENHOUSE CONSTRUCTION AND HEATING

2

Compares types of greenhouse construction and heating systems from standpoints of cost, durability, and maintenance.

HOR 1005 VEGETABLE PRODUCTION I

8

Studies the origin, importance, distribution, botanical relationships, and principles of production and marketing of the major vegetable crops, with special emphasis laid to greenhouse conditions and practical applications.

HOR 1006 VEGETABLE PRODUCTION II

5

Continuation of Vegetable Production I.

HOR 1007 VEGETABLE PRODUCTION III

5

Continuation of Vegetable Production II

HOR 1008 VEGETABLE PRODUCTION IV

2

Continuation of Vegetable Production III

HOR 1009 VEGETABLE PRODUCTION V

4

Continuation of Vegetable Production IV

HOR 1010 FLORICULTURE I

6

Principles and methods of production of commercial flower crops including fertilizer moisture, temperature, and light relationships, insect and disease control, and marketing of cut flowers and pot plants. Special emphasis toward application of greenhouse practices.

HOR 1010 SPRAYS, SPRAYING AND FUMIGATING PLANTS

3

Surveys field of pesticides, their uses, their dangers, and practicality.

HOR 1011 FLORICULTURE II

5

Continuation of Floriculture I

HOR 1012 FLORICULTURE III

3

Continuation of Floriculture II

HOR 1013 FLORICULTURE IV

2

Continuation of Floriculture III

HOR 1014 FLORICULTURE V

4

Continuation of Floriculture IV

HOR 1017 GREENHOUSE MANAGEMENT 4

Principles and practices involved in management of greenhouse facilities to insure optimum utilization of facilities.

HOR 1020 FRUIT PRODUCTION I 4

Modern practices as related to selection of sites and varieties, nutritional requirements, management practices, and marketing procedures will be covered.

HOR 1021 FRUIT PRODUCTION II 3

Continuation of Fruit Production I

HOR 1023 PLANT PROPAGATION 5

Study of and practical experience in all methods of plant propagation, either sexual or vegetative, including underlying principles of plant behavior.

HOR 1024 NURSERY PRODUCTION AND MANAGEMENT 5

The principles and practices involved in the production, management, and marketing of field-grown and container-grown nursery plants.

HOR 1025 TURF MANAGEMENT 5

Basic principles of turf production and their practical application to establishment, maintenance, renovation, and pest control of lawns, playgrounds, sports fields, road areas, and similar specialized turf areas.

HOR 1026 ORNAMENTAL PLANTS 5

Distribution, botanical characters and relationships, adaptation and usage of ornamental trees, shrubs, vines, and herbaceous plants.

HOR 1027 FLORAL DESIGN 5

Principles and practical application of use of flowers in display and other design uses.

JEWELRY

JLY 1101G JEWELRY REPAIR I 5

A study of the construction of jewelry and the proper use of tools, supplies, and equipment to repair same. A study of the precious metals and their relation to the manufacturing of jewelry.

JLY 1102G JEWELRY REPAIR II 3

Repairing all types of jewelry, especially sizing rings, and all types of soldering. Basic jewelry making.

JLY 1103G STONE SETTING 3

Recognition of stones, shapes, color, and sizes. Knowledge of selecting correct mounting for individual stones. Learning how to select proper tools and use of same for setting stones.

JLY 1105G GENERAL JEWELRY REPAIR 3

This course is designed to further the knowledge of the jeweler in all phases of jewelry repairing. Sizing rings, constructing mountings, repairing good quality costume jewelry, stone setting and plating.

MASONRY

MAS 1101 BRICKLAYING 10

The history of the bricklaying industry. Clay and shell brick, mortar, laying foundations, laying bricks to a line, bonding, and tools and their uses. Laboratory work will provide training in the basic manipulative skills.

Prerequisite: None.

MAS 1102 BRICKLAYING

10

Designed to give the student practice in selecting the proper mortars, layout, and construction of various building elements such as foundations, walls, chimneys, arches and cavity walls. The proper use of bonds, expansion strips, wall ties and caulking methods are stressed.

Prerequisite: MAS 1102.

MAS 1103 GENERAL MASONRY

10

Layout and erection of reinforced grouted brick masonry lintels, fireplaces, glazed tile, panels, decorative stone, granite, marble, adhesive terra cotta and modular masonry construction theory and techniques.

Prerequisite: MAS 1101.

MAS 1113 MASONRY ESTIMATING

4

This is a practical course in quality "take off" from prints of the more common type jobs for bricklayers and masons. Figuring the quantities of materials needed and costs of building various components and structures.

Prerequisite: MAS 1103.

MATHEMATICS**T-MAT 101 TECHNICAL MATHEMATICS**

5

The course is designed to furnish a background for the curriculum courses using mathematics. Affords the student a knowledge of basic algebra, geometry, and trigonometry. Prerequisite: None.

T-MAT 102 TECHNICAL MATHEMATICS

2

Continuation of T-MAT 101. Includes use of logarithms. Prerequisite: T-MAT 101.

T-MAT 110 BUSINESS MATHEMATICS

5

This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.

Prerequisite: None.

MAT 1101 FUNDAMENTALS OF MATHEMATICS

5

Practical number theory. Analysis of basic operations: addition, subtraction, multiplication and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth.

Prerequisite: None.

MAT 1103 GEOMETRY

3

Fundamental properties and definitions; plane and solid geometric figures, selected general theorems, geometric construction of lines, angles and plane figures. Dihedral angles, areas of plane figures, volumes of solids. Geometric principles are applied to shop operations.

Prerequisite: None.

MAT 1104 TRIGONOMETRY

3

Trigonometric ratios; solving problems with right triangles, using tables, and interpolating; solution of oblique triangles using law of sines and law of cosines; graphs of the trigonometric functions; inverse functions, trigonometric equations. All topics are applied to practical problems.

Prerequisite: MAT 1103.

MAT 1105 MATHEMATICS FOR NURSES

1

This course enables the student to have an understanding of mathematics used in the practical nursing field. Prerequisite: None.

MAT 1112 BUILDING TRADES MATHEMATICS**3**

Practical problems dealing with volumes, weight, ratios, mensuration; and basic estimating practices for building materials.

Prerequisite: MAT 1101.

MAT 1115 ELECTRICAL MATHEMATICS**5**

A study of fundamental concepts of algebra; basic operations of addition, subtraction, multiplication, and division; solution of first order equations, use of letters and signs, grouping, factoring, exponents, ratios, and proportions; solution of equations, algebraically and graphically; a study of logarithms and use of tables; an introduction to trigonometric functions and their application to right angles; and a study of vectors for use in alternating current. Prerequisite: None.

MAT 1116 ELECTRICAL MATHEMATICS**5**

A continuation of MAT 1115. Prerequisite: MAT 1115.

MAT 1123 MACHINIST MATHEMATICS**3**

Introduces gear ratio, lead screw and indexing problems with emphasis on application to the machine shop. Practical applications and problems furnish the trainee with experience in geometric propositions and trigonometric relations to shop problems; concludes with an introduction to compound angle problems.

Prerequisite: MAT 1104.

MECHANICS**MEC 1101 MACHINE SHOP THEORY AND PRACTICE****7**

An introduction to the machinist trade and the potential it holds for craftsmen. Deals primarily with the identification, care and use of basic hand tools and precision measuring instruments. Elementary lay out procedures and processes of lathe, drill press, grinding (off-hand) and milling machines will be introduced both in theory and practice.

Prerequisite: None.

MEC 1102 MACHINE SHOP THEORY AND PRACTICE**7**

Advanced operations in layout tools and procedures, power sawing, drill press, surface grinder, milling machine shaper. The student will be introduced to the basic operations of the cylindrical grinder and will select projects encompassing all the operations, tools and procedures thus far used and those to be stressed throughout the course.

Prerequisite: MEC 1101.

MEC 1103 MACHINE SHOP THEORY AND PRACTICE**7**

Advanced work on the engine lathe, turning, boring and threading machines, grinders, milling machine and shaper. Introduction to basic indexing and terminology with additional processes on calculating, cutting and measuring of spur, helical, and worm gears and wheels. The trainee will use precision tools and measuring instruments such as vernier height gages, protractors, comparators, etc. Basic exercises will be given on the turret lathe and on the tool and cutter grinder.

Prerequisite: MEC 1102.

MEC 1104 MACHINE SHOP THEORY AND PRACTICE**7**

Development of class projects using previously learned procedures in planning, blueprint reading, machine operations, final assembly and inspection. Additional processes on the turret lathe, tool and cutter grinder, cylindrical and surface grinder, advanced milling machine operations, etc. Special procedures and operations, processes and equipment, observing safety procedures faithfully and establishing of good work habits and attitudes acceptable to the industry.

Prerequisite: MEC 1103.

MEC 1112 MACHINE SHOP PROCESSES

2

To acquaint the student with the procedures of layout work and the correct use of hand and machine tools. Experiences in the basic fundamentals of drill press and lathe operation; hand grinding of drill bits and lathe tools; set-up work applied to the trade.

Prerequisite: None.

MEC 1115 TREATMENT OF FERROUS METALS

3

Investigates the properties of ferrous metals and tests to determine their uses. Instructions will include some chemical metallurgy to provide a background for the understanding of the physical changes and causes of these changes in metals. Physical metallurgy of ferrous metals, producing iron and steel, theory of alloys, shaping and forming, heat treatments for steel, surface treatments, alloy of special steel, classification of steels, and cast iron will be topics for study.

Prerequisite: None.

MEC 1116 TREATMENT OF NON-FERROUS METALS

3

Continuation of the study of physical metallurgy. The non-ferrous metals; bearing metals, (brass, bronze, lead), light metals (aluminum and magnesium), and copper and its alloys are studied. Powder metallurgy, titanium, zirconium, indium and vanadium are included in this course.

Prerequisite: MEC 1115.

MEC 1120 DUCT CONSTRUCTION AND MAINTENANCE

5

Study of various duct materials including sheet metal, aluminum, and fiberglass. Safety, sheet metal hand tools, cutting and shaping machines, fasteners and fabrication practices, layout methods and development of duct systems. The student will service various duct systems and perform on the site repairs including ducts made of fiberglass. Prerequisites: DFT 1116, AHR 1123.

MEDICAL — LABORATORY

T-MLA 214 LABORATORY ORIENTATION I

4

A study of the technique and purpose of the most frequently used laboratory procedures: urinalysis, hematology, bacteriology, immunology, electrocardiograph.

T-MLA 225 LABORATORY ORIENTATION II

4

A continuation of T-MLA 214.

MEDICAL — OFFICE ASSISTANT

T-MOA 103 ORIENTATION TO MEDICAL ASSISTING

3

Introduction to the role of the Medical Assistant. Emphasis on professional attitude and behavior, patient psychology. Study of the history and principles of Medical Ethics.

T-MOA 214 MEDICAL OFFICE ASSISTING I

4

A study of the clinic aspects of medical assisting, handling of equipment, ordering of supplies, preparation of patients, assisting the physician during physical examinations and minor surgery; sterilization technique of injections, principles of physiotherapy.

T-MOA 225 MEDICAL OFFICE ASSISTING II

5

A continuation of T-MOA 214.

T-MOA 233 MEDICAL OFFICE ASSISTING SEMINAR

4

Discussion of problems encountered during practicum and their solution. pleted by the students. Practical application in the preparation of a full-length report is required of each student at the end of the term. This report must have to do with something in his chosen curriculum.

Prerequisite: T-ENG 102.

T-MOA 238 MEDICAL OFFICE ASSISTING PRACTICUM

8

Practical experience, under supervision, in a physician's office, clinic or outpatient department.

Prerequisite: Previous 5 quarters.

PHYSICS

PHY 1101 APPLIED SCIENCE

4

An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gases; basic electrical principles.

Prerequisite: None.

PHY 1102 APPLIED SCIENCE

4

The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry, and principles of force, motion, work, energy, and power.

Prerequisite: PHY 1101.

PHY 1113 APPLIED SCIENCE

3

This course is designed to acquaint the student with some of the facts and principles concerning the properties and structure of matter and sound and light. Major topics considered will be the general and specific properties of matter, atomic theory, physical and chemical changes, nuclear changes, the atmosphere and its effect on matter, water and its relationships with other forms of matter, waves and wave motion, characteristics of waves, theories of light, velocity of light, photometry, mirrors and lenses, reflection and refraction and color.

Prerequisite: MAT 1101

POWER MECHANICS

PME 1101 INTERNAL COMBUSTION ENGINES

11

Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing. Prerequisite: None.

PME 1102 ENGINE ELECTRICAL AND FUEL SYSTEMS

14

A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system. Prerequisite: PME 1101.

PRACTICAL NURSING

PNE 1101 VOCATIONAL ADJUSTMENTS I

4

A study of the principles of good personal and vocational behavior of the practical nursing student to enable her to work with ease and intelligence with the health team as well as with the community at large.

PNE 1102 BODY STRUCTURE AND FUNCTIONS

9

A study of the general plan of the body and its systems with their corporate function.

PNE 1103 NURSING SKILLS

11

A course designed to emphasize and to teach skills and principles necessary in meeting the needs of patients.

- PNE 1117 EMERGENCY AND DISASTER NURSING** 2
A learning experience which is designed to furnish the student with information which enables them to perform with skill and understanding in those situations that are the results of catastrophe and disaster.
- PNE 1104 NUTRITION AND DIET THERAPY** 4
A nutrition course given to the student to enable her to learn the importance of good nutrition in health and disease.
- PNE 1105 MEDICAL AND SURGICAL NURSING I** 8
A course planned to influence understandings and to teach skills needed in order to meet the basic fundamental nursing situations of patients with selected medical-surgical conditions.
- PNE 1106 & 1111 NURSING CARE OF CHILDREN** 6
A course of study concerned with meeting the health needs of children in various stages of growth and development.
- PNE 1107 & 1112 NURSING CARE OF MOTHER AND NEWBORN** 5
A presentation of all aspects of normal obstetrics. Material presented emphasizes the nursing care of antepartum, labor, delivery, and the postpartum phase.
- PNE 1108 & 1113 DRUGS AND ADMINISTRATION** 5
A course supplying specific information regarding preparation and administration of drugs. Emphasis is placed upon the effects of drugs and safety precautions to be exercised.
- PNE 1110 MEDICAL AND SURGICAL NURSING II** 5
A continuation of PN 1107, with theoretical and clinical experience center-around the more common medical-surgical conditions requiring more skillful nursing measures.
- PNE 1114 COMMUNICABLE DISEASES** 2
A course dealing with the care of the sick child. Emphasis is placed on prematurity, infectious disorders, treatment and nursing care of disease processes.
- PNE 1116 MEDICAL AND SURGICAL NURSING III** 7
A continuation of PN 1110, which stresses guided learning experiences with the application of concepts developed in previous portion of the course.
- PNE 1118 VOCATIONAL ADJUSTMENTS II** 2
A presentation of legal and ethical responsibilities of the practitioner. Provision is made for the practical nurse to better understand her professional associations and the values to be gained by active participation in them.
- PNE 1119 MENTAL DISORDERS** 2
A course designed to teach the student how to deal with the emotionally disturbed patient.

POLITICS

- T-POL 201 UNITED STATES GOVERNMENT** 3
A study of government with emphasis on basic concepts, structure, powers, procedures, and problems. Prerequisite: None.

PRINTING

- PRN 1111 PRINTING PROCESSES** 2
A study of variety of printing plates and processes with emphasis on identification, application and evaluation. Specific processes will include lithography, flexography, collotype, gravure, and silk screen. Instruction will include demonstrations with hand cut and photosensitive films in

producing copy by the screen process.

Prerequisite: None.

PRN 1114 ESTIMATING

3

Theory and practice in determining costs for production printing jobs in the areas of relief printing, offset printing, and bindery. Instruction will include computing costs of materials, press capacity, selection of processes, and preparing quotes for bids.

Prerequisites: PRN 1122, PRN 1125, MAT 1120.

PRN 1115 PHOTOGRAPHY

3

A beginning course of photography for printing students. Areas included are operation of a camera, developing film, printing pictures by contact and projection, and methods of lighting.

Prerequisite: None.

PRN 1121 HAND COMPOSITION

4

This unit is designed to give practice in the fundamentals of hand composition of which are: setting type, spacing lines, justification, tying up type forms, pulling proofs, reading proofs, correcting errors, distributing type, leaders and use of borders. A study of the elements in layout and design plus the setting of jobs to illustrate the principles of display composition which are: optical center, balance proportion, shape harmony, tone, contrast, appropriateness and grouping. Instruction will include the fundamentals and operation of composing room equipment.

Prerequisite: None.

PRN 1122 LETTERPRESS PRINTING

5

Theory and practice of relief printing, involves the principles of the platen press, operation and practice in feeding the press. It also includes locking up forms, selecting ink, preparing the tympan, setting gauge pins, marking out a sheet, spotting up a sheet, and cutting simple overlays. Imposition of 2-4-8-16 and 32 page forms will be covered. Make ready and printing of various commercial forms, perforating rules, numbering machines, halftones, die cutting and scoring. The adjustment of the platen and the ink rollers are also included. Shop safety, care and oiling of presses.

Prerequisite: None.

PRN 1123 HOT TYPE COMPOSITION

6

Students gain further experience through setting straight matter, leader and tabular jobs of varying styles, advertising composition in difficult width is made up at this time. Machine maintenance and making minor adjustments and instruction will be given in how to order parts for the machine and how to use type specimen books at this time.

Prerequisite: PRN 1121.

PRN 1125 OFFSET CAMERA

6

Instruction will include the theory and practice of preparing line and halftone negatives and positives for offset lithography. Camera settings, lens settings, chemical preparation, and film processing will be covered, an integral part of darkroom procedure. Negative handling, stripping, making flats, and exposing presensitized plates will be taught as a part of the photo-mechanical process.

Prerequisite: None.

PRN 1126 OFFSET PRESSWORK

6

Theory and practice of operating offset printing presses will include experience on the Davidson, and A. T. F. Chief offset presses. Instructions will include inking and water systems, registration, feed and delivery systems, roller and blanket care, and basic trouble shooting.

Prerequisite: None.

PRN 1130 LETTERPRESS PRINTING

6

The students gain more experience in the operation of the platen presses. Most of the shop work at this time will cover the operation and care of the Heidelberg platen, Mickle Vertical, and the Kelly-C automatic presses. The make ready of commercial forms, mixed forms, two color and process color printing and production, and ink mixing will be covered in this unit.

Prerequisite: PRN 1122.

PRN 1131 ESTIMATING

3

In this course the students review some of the previous work, and will estimate jobs of a more specialty nature of work. At this time the students will study the complete operation of the small, medium and large plants, and how and why the selling cost will be different in these plants. Materials, labor, building, equipment and administrative cost will be covered.

Prerequisite: PRN 1114, PRN 1126, PRN 1125.

PSYCHOLOGY

T-PSY 112 PERSONALITY DEVELOPMENT

3

Designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on grooming and methods of personality improvement. Prerequisite: None.

T-PSY 201 INTRODUCTION TO PSYCHOLOGY

5

A study of the principles of psychology which will be of assistance in the understanding of interpersonal relations on the job, motivation, and feelings. Prerequisite: None.

T-PSY 206 APPLIED PSYCHOLOGY

3

A study of the principles of psychology that will be of assistance in the understanding of interpersonal relations on the job. Motivation, feelings, and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community.

Prerequisite: None.

PSY 1101 HUMAN RELATIONS

3

A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.

Prerequisite: None.

RECREATION

T-REC 101 INTRODUCTION TO RECREATION SERVICES

3

Introduces the basic fundamentals of the nature, scope, and significance of organized recreation services. It includes study of factors involved in operation of basic recreation units, major program areas, organizational patterns, and the interrelationship of special agencies and institutions which serve the recreation needs of society.

T-REC 201 OUTDOOR RECREATION

3

Includes study of the history, development, and trends of outdoor recreation, conservation, and organized camping. Emphasis is on laboratory work, field trips, and the development of outdoor skills.

T-REC 205 GROUP LEADERSHIP

Provided insight into the theory, principles, and practice of planning, organizing, and conducting effective recreation programs for various groups. Emphasis is on group involvement.

T-REC 210 FIELD WORK I

4

A course designed to give the recreation student practical experience under supervision. The first experience should have the student working with an agency leader as a junior leader. There should be exposure to leadership responsibilities of planning, conducting, and evaluating an activity or program.

T-REC 211 FIELD WORK II

The second supervised course designed to give the recreation student practical experience in developing recreation leadership skills. The student should work as a direct leader, with the responsibility for planning, conducting, and evaluating an activity or program.

T-REC 212 FIELD WORK III

4

The third course designed to give the recreation student practical experience under supervision. The student should work as an indirect leader by assisting a group or individual in planning, conducting, and evaluating group or individual activities.

T-REC 215 MUSIC

4

Presents music as an integral part of a well-planned recreation program. Singing, instruments, rhythm, and music appreciation are included, with emphasis on developing appreciation, utilization, and promotion of music rather than on mastery of performance skills.

T-REC 216 FOLK, SQUARE, AND SOCIAL DANCING

3

Introduce methods and materials of folk, square, and social dancing. Attention is given to terminology, skills, selection, and presentation of dances. Emphasis is on knowledge and understanding of administration and promotion, rather than on mastery of performance skills.

T-REC 217 PROGRAM PLANNING AND ORGANIZATION

3

A study of essential elements and basic principles involved in the organization, supervision, promotion, and evaluation of various types of recreation programs. Emphasis is on organized programs and services.

T-REC 220 CERAMICS

4

The study and creation of the traditional pottery such as mugs and plates along with the contemporary ceramic sculpture.

T-REC 222 DRAMA

4

A survey of the scope, values, and fundamental skills of drama and its role in recreation. Emphasis is on knowledge, understanding, and promotion of drama rather than mastery of performance skills.

T-REC 224 SOCIAL RECREATION

4

Introduces methods and materials for planning, organizing, and conducting social activities for groups of various sizes and ages in a variety of social recreation events. Major activities will be discussed, played, and/or demonstrated.

SOCIOLOGY

T-SOC 110 OUR NATIONAL HERITAGE

3

Reexamines the foundations of our nation, including the moral, ethical, spiritual, and political beliefs. Discusses present political system. Stresses individual responsibilities as citizens.

T-SOC 201 INTRODUCTION TO SOCIOLOGY 5

An analysis of the society and culture dealing with social organization, the family, control institutions, stratification and social change. Prerequisite: None.

T-SOC 202 HUMANITIES I 5

Presents a chronological study of the achievements of man in art, literature, music, philosophy, and religion. It emphasizes appreciation of factors contributing to present-day intellectual, artistic, and spiritual life.

T-SOC 203 HUMANITIES II 5

A continuation of Humanities I

T-SOC 207 RURAL SOCIETY 3

A study of selected elements of rural sociology with emphasis on current social changes. The course provides a sociological background for the understanding of rural social changes. Areas of study include rural culture, group relationships, social classes, rural and suburban communities, farm organizations, the communication of agricultural technology, rural social problems, agricultural adjustment and population change. Prerequisite: None.

SPORTS

T-SPT 201 WATER RELATED SPORTS 4

Includes the basic terminology, skills, and techniques of selected water-related activities and their use in recreation programs.

T-SPT 105 TEAM SPORTS 2

Offers a survey of the basic terminology, skills, and rules of selected team sports and their use in recreation. Emphasis is upon knowledge and understanding of the organization, administration, and promotion of sports rather than mastery of performance skills.

T-SPT 106 INDIVIDUAL LIFETIME SPORTS 4

A survey of the basic terminology, skills, and rules for selected individual lifetime sports and their use in recreation. Emphasis is on knowledge and understanding of the organization, administration, and promotion of sports which have carry-over value rather than on mastery of performance skills.

SOCIAL SCIENCE

T-SSC 201 SOCIAL SCIENCE 3

An integrated course in the social sciences, drawing from the fields of anthropology, psychology, history, and sociology. Prerequisite: None.

T-SSC 202 SOCIAL SCIENCE 3

A further study of social science with emphasis on economics, political science, and social problems as they relate to the individual. Prerequisite: T-SSC 201.

T-SSC 205 AMERICAN INSTITUTIONS 3

A study of the effect of American social, economic, and political institutions upon the individual as a citizen and as a worker. The course dwells upon current local, national, and global problems viewed in the light of our political and economic heritage. Prerequisite: None.

SURGERY

SUR 1101 PRINCIPALS OF OPERATING ROOM TECHNIQUE 11

An introductory course devoted to developing an understanding of the principles of operating room technique and acquiring fundamental skills essential to assisting in the operating room. Instruction includes environmental and personal orientation; weights and measures; anesthesia; operating room procedures; operating room technique, operating room per-

sonnel duties and ethical, moral, and legal responsibilities. Laboratory exercises are designed to provide support through practice and skill development for the principles and techniques discussed in class.

SUR 1102 ANATOMY AND PHYSIOLOGY 9

A thorough study of the general plan of the body and the nine systems: nervous, circulatory, respiratory, muscular, skeletal, digestive, urinary, reproductive, and endocrine. The course is designed to acquire an understanding of how the body controls its functions, how the body stands erect and moves, how the body distributes food and oxygen and removes waste, and how the body provides for reproduction.

SUR 1103 MICROBIOLOGY 5

An introductory course devoted to developing an understanding of microorganisms as they relate to the operating room and the patient's recovery from surgery. Laboratory exercises are designed to use the microscope, to operate a sterilizer, to disinfect an operating room, and to conduct a septic case.

SUR 1104 SURGICAL PROCEDURES 10

A thorough study of the most important surgical procedures related to the nine body systems: nervous; circulatory; respiratory; muscular; skeletal; digestive; urinary; reproductive, including the use of radium; and endocrine. Instruction also includes special instruments and equipment as they relate to each procedure.

SUR 1105 CLINICAL PRACTICE 8

Applied practice in the passing of instruments, threading of suture, and operation of special equipment during an operative case. Experience also includes practice in the delivery room, recovery room, and emergency room.

WATCHMAKING

WAT 1100 HISTORY OF HOROLOGY AND ITS PLACE WITH RELATED FIELDS 5

An important outline of the history of timekeeping devices from their inception — The Sundial — to the Electric Watch. The important development of skills which make possible many job opportunities in related industries.

WAT 1101 BASIC WATCHMAKERS TOOLS AND EQUIPMENT 10

General orientation in the use of hand and machine tools. Personal attitude and skills to be acquired by actively engaging in proper assignments such as filing, hand grinding, and sawing (Jeweler's saw). Also the development of dexterity in the use of tweezers and screwdriver.

WAT 1107 THE BALANCE WHEEL AND HAIR SPRING 8

Functions, types and general information. Balance wheel truing and poising. Hair spring repairs and shaping a "Brequet" overcurl.

WAT 1102 BASIC WATCHMAKERS TOOLS AND EQUIPMENT II 6

The watchmakers lathe, parts and accessories. How to sharpen and use hand gravers and tool bits. Methods of: Truing, Drilling and Grinding. Detailed instructions on measuring devices: Micrometer, Vernier gauge, Plug gauges, Mainspring gauge, and Jewel gauge. Tuning practice starts with making small simple tools (Brass-steel) to specifications and proceed to actually making a balance staff.

WAT 1104 THE POWER TRAIN 5

The mainspring, barrel and related parts. Replacing a mainspring. Repairing mainspring ends. Safe methods of releasing mainspring, from barrel.

WAT 1105 THE TRAIN OF WHEELS 6

Function and relationship to "Power Train". Individual discourse on characteristics and function of each wheel. The importance of close inspection of each wheel for damage, wear, or deformities.

WAT 1109 WINDING AND SETTING MECHANISM 6

Individual discussion on the function of each part during winding and setting. Common causes of failures in mechanisms and corrective steps to be used when making adjustment or replacement.

WAT 1110 THE TIMING MACHINE AND POSITION ADJUSTMENTS 6

Interpretation of "Graphs". Discourse on "Static" and dynamic beat, Isochronism and "Odd Beat" movements. Causes of position errors.

WAT 1106 ESCAPEMENT: REPAIRS AND ADJUSTMENTS 6

History, development and improvements of the escapement. Parts involved and problems encountered. Practice performed on watches that have no other mechanical errors except escapement. Student will complete work and instructor will individually discuss methods of repair or adjustments. Each watch will have to show a satisfactory graph on the watch timing machine, when complete.

WAT 1112 STANDARD REPAIRS, WATCH CLEANING, AND CASING 9

Instructions on movement identification, methods of preliminary diagnosis. Method of cleaning watches by machine or by hand. Balance staff repairs and alterations or replacement. Jewels and bushings. How to set "friction" or "Bezel-set" Jewels. Assembly procedures. Magnetism test and method of demagnetizing. Discussions on "How to Minimize Stoppers". Mounting a dial and hands. Casing movements. Replacing Crowns and Glasses.

WAT 1113 SMALL BUSINESS OPERATION AND CUSTOMER RELATIONS 5

Methods to increase production. The modern approach of mass production in a small shop. The present standard of the small independent business man of today compared to 20 years ago. How to improve Customer Relations. Examples of true and personal experiences will be narrated and open discussions will be encouraged. Stock control systems for both merchandise and watch material will be explained.

WAT 1114 WATCHES WITH SPECIAL FEATURES AND NEWEST DEVELOPMENTS IN HOROLOGY 5

Detailed information plus demonstrations on watches with special or additional features will be made available to the student. The student will be given an opportunity to gain practical experience on as wide a variety of watch movements as can be made available.

WELDING

WLD 1101 BASIC GAS WELDING 1

Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding; bronze welding, silver soldering, and flame-cutting methods applicable to mechanical repair work. Prerequisite: None.

WLD 1102 BASIC ARC WELDING 1

Welding demonstrations by the instructor and practice by students in the use of the arc welding process to fabricate steel. Welded joints are discussed and welded in various positions. Care and maintenance of the arc welder are applied in the course. Prerequisite: None.

WLD 1112 MECHANICAL TESTING AND INSPECTION 2

The standard methods for mechanical testing of welds. The student is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered are: bend, destructive, free-bend, guided-bend, nick-tear, notched-bend, tee-bend, nondestructive, V-notch, Charpy impact, etc.

Prerequisites: WLD 1141 and WLD 1142 or WLD 1120 and WLD 1121.

WLD 1122 COMMERCIAL AND INDUSTRIAL PRACTICES 6

Designed to build skills through practices in simulated industrial processes and techniques: sketching and laying out on paper the size and shape description, listing the procedure steps necessary to build the product, and then actually following these directions to build the product. Emphasis is placed on maintenance, repairing worn and broken parts by special welding applications, field welding and nondestructive tests and inspection.

Prerequisites: WLD 1141 and WLD 1142 or WLD 1120 and WLD 1121.

WLD 1123 INERT GAS WELDING 2

Introduction and practical operations in the use of inert-gas-shield arc welding. A study will be made of the equipment, operation, safety and practice in the various positions. A thorough study of such topics as: principles of operation, shielding gases, filler rods, process variations and applications, manual and automatic welding.

Prerequisites: WLD 1141 and WLD 1142 or WLD 1120 and WLD 1121.

WLD 1124 PIPE WELDING 7

Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Sections VIII and IX of the ASME code.

Prerequisite: WLD 1121 or WLD 1142.

WLD 1125 CERTIFICATION PRACTICES 5

This course involves practice in welding the various materials to meet certification standards. The student uses various tests including the guided bend and the tensile strength tests to check the quality of his work. Emphasis is placed on attaining skill in producing quality welds.

Prerequisites: WLD 1123 and WLD 1124; WLD 1141 and 1142 or WLD 1120 and WLD 1121.

WLD 1141 BEGINNING WELDING 10

Introduction to the history of oxyacetylene and arc welding, the principles of welding and cutting, nomenclature of the equipment, assembly of unit. The operation of various AC transformers, AC and DC rectifiers, and DC motor generator arc welding units. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead positions, and the cutting of straight lines with the torch. Safety procedures are stressed throughout the program of instruction.

Prerequisite: None.

WLD 1142 INTERMEDIATE WELDING 10

A review of basic oxyacetylene cutting and welding, preparation of metals, types of joints, welding procedures and testing of the welds. The operation of A. C. transformers and D. C. motor generator arc welding machines. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weakness in welding. Safety procedures are emphasized throughout the course.

Prerequisite: None.

WILDLIFE

T-WLF 101 WILDLIFE SCIENCE

An introduction to the major principles of wildlife management. Includes the study of selected birds, game animals, and fish; fishpond management, plants of value to wildlife, and laws governing wildlife.

T-WLF 102 BOTANY AND ECOLOGY

An investigation into the internal and external structure of plants and trees and the basic function of the various parts of trees and shrubs. Introduction to plant classification. Study of the interaction of plants and wildlife. Prerequisite: None.

T-WLF 103 INTRODUCTION TO ZOOLOGY

Survey course of the animal kingdom including classification.

T-WLF 105 SOILS AND CLIMATE

An introduction to the basics of soils and climate. Particular emphasis is laid to the effects of soils and climate upon wildlife.

T-FRC 101 FOREST RECREATION

Principles and problems involved in the utilization of our natural resources for recreational purposes. Prerequisite: None.

T-WLF 103 INTRODUCTION TO MAMMALOLOGY

A study of the morphology, physiology, classification, and identification of mammals.

T-WLF 106 INTRODUCTION TO ORNITHOLOGY

A study of the morphology, physiology, classification, and identification of birds.

T-WLF 201 BIOPOLITICS

Introduces the student to the problems of fitting the use and harvesting of wildlife into the framework of our society.

T-WLF 202 WILDLIFE HABITAT MANIPULATION

Covers the necessary and desirable changes which man may institute in habitat conditions to enhance the wildlife environment.

T-WLF 203 INSECTS, DISEASE, AND EQUIPMENT

Concerns the various insects, diseases, and parasites affecting wildlife and the habitat, their effects, and their control.

T-WLF 204 FIELD CROPS AND EQUIPMENT

Designed to familiarize the student with the various field crops grown on wildlife feed plots, their selection, care, and development, as well as selection, care and use of the necessary farm equipment for use in this connection.

T-WLF 205 TERRESTRIAL WILDLIFE ECOLOGY

Acquaints the student with the interrelation of the various species of wildlife to their environment, both plant and animal forms.

T-WLF 204 WILDLIFE AERIAL PHOTOGRAPHY INTERPRETATION

Introduction to the use of aerial photographs in wildlife management: mapping census, and administration.

T-WLF 207 BASIC FISHERY SCIENCE

Affords an insight into the problems involved in maintaining sport fishing at a high level. Deals with the problem from aspect of hatcheries, stream stocking and management, and pond establishment, stocking, and management.

T-WLF 208 SURVEY, CENSUS, AND INVENTORY TECHNIQUES

Explores the problems involved and the techniques used in the survey, census, and inventory of wildlife resources in the field.

T-WLF 209 WILDLIFE FIELD SEMINAR 3

An extended field laboratory in which the student visits operating fish and wildlife management organizations and installations.

T-WLF 210 ACQUATIC WILDLIFE ECOLOGY

Acquaints the student with the interrelation of the various species of wildlife, fish, and waterfowl to their environment, both plant and animal forms.

T-WLF 250 WILDLIFE PRACTICES

An in depth study and research on a wildlife management area.

WOOD PRODUCTS

T-WPP 101 INTRODUCTION TO UTILIZATION 3

A survey of the field of wood utilization. Explores possibilities and makes comparison of various utilization techniques and requirements.

T-WPP 102 WOOD IDENTIFICATION 2

Covers identification of the commercially important species of the area on the basis of wood features visible with aid of a hand lens.

T-WPP 201 LUMBER GRADING 3

Basic course to familiarize the student with the problems faced by the lumber grader and the methods and grades employed, all to the end of enabling the student to know the importance of the lumber grades. Prerequisite: Wood Identification.

T-WPP 202 SAWMILL OPERATION 4

Designed to give the student experience in and working knowledge of all the operations and positions within a sawmill.

T-WPP 203 LOGGING I 3

Introductory course to acquaint the student with the principles, techniques, and equipment of modern logging.

T-WPP 204 LOGGING II 3

Practical course involving the application of the fundamentals as learned in Logging I. Prerequisite: Logging I.

T-WPP 205 MILL LAYOUT 3

Includes study of most efficient arrangement of mill machinery and floor space for smooth flow of material during processing.

T-WPP 206 WOOD PRESERVATION 3

Surveys the field of wood preservation. Cites requirements and needs for wood preservation and discusses the methods and chemicals used.

T-WPP 207 MILLWRIGHT I 5

Covers discussion of and practice in equipment installation, alignment, mill maintenance, welding, trouble-shooting, and safety features in mill operation. Prerequisite: Sawmill Operation, and Mill Layout.

T-WPP 208 MILLWRIGHT II 5

Continuation of T-WPP 207, Millwright I.

T-WPP 209 LUMBER SEASONING 4

Explores requirements for seasoning, methods employed in seasoning, and effect upon and reaction by the various species. Prerequisite: Lumber Grading.

T-WPP 210 ANALYSIS OF SAWMILL OPERATIONS	3
Investigates commercial sawmill operations to include study of flow of materials, time studies, and analysis of findings. Prerequisite: Mill Layout.	
T-WPP 211 BLUEPRINT READING	4
Principles of interpreting blueprints necessary for the many aspects of millwrighting, operation and maintenance of the sawmill and its related operations.	
WPP 1101 GENERAL SAWMILL OPERATION	4
Gives the student experience in the working knowledge of all the operations and positions within a sawmill, both hand and circular.	
WPP 1102 MILL AND SAW ALIGNMENT	4
Stresses the relationship of proper alignment to production of lumber. Illustrates the inter-relations of mill and saw alignment to each other.	
WPP 1103 INTRODUCTION TO SAW FILING	7
Covers saw-filing and saw-fitting equipment, swaging, shaping, and sharpening saw teeth.	
WPP 1104 INTRODUCTION TO CARBIDE TIPPED SAWS	4
Acquaints the student with the peculiarities of carbide tipped saws and the maintenance techniques involved with them.	
WPP 1105 BAND SAW LEVELING AND TENSIONING	8
Explores need for tensioning saw, techniques used, and equipment required for band-saw tensioning as well as band-saw techniques.	
WPP 1106 SAW FEEDS AND SPEEDS	3
Correlates feed rate and speed of saws to each other and to species being sawn. Illustrates changes in saw maintenance as these items change.	
WPP 1107 BASIC GAS WELDING	5
Welding demonstrations by the instructor and practice by the student. Safe and correct methods of assembling and operating the welding equipment.	
WPP 1108 CARBIDE TIPPING AND SHARPENING	5
Practice and experience in implacing carbide tips and the techniques for sharpening and dressing these tips.	
WPP 1109 BAND AND CIRCULAR SAW FITTING	5
Illustrates techniques to be used to fit a particular saw to a particular set of conditions.	
WPP 1110 CIRCULAR SAW LEVELING AND TENSIONS	5
Relates saw tensioning needs, techniques and equipment to circular saws.	
WPP 1111 SAW FILING FOR PRODUCTION SAWING I	5
Application of techniques learned to maintain saws for production.	
WPP 1112 BAND SAW ENGINEERING	2
Covers all phases of properly engineering a band saw to satisfactorily cut lumber. Includes stressing of metal, shaping of teeth, gullets, and all other items of saw engineering.	
WPP 1113 BAND SAW WELDING	3
Applies techniques learned earlier to specific problems of band saw welding. Includes retoothing, repairing cracks, and making proper joints.	
WPP 1114 CHIPPER AND PLANER KNIFE GRINDING	5
Includes proper installation of grinding equipment. Discusses speed, bevel, and other areas as they apply to the type of knife being ground and the job for which it is being ground.	

WPP 1115 SAW-FILING FOR PRODUCTION SAWING II	2
Continuation of WPP 1111	
WPP 1116 GENERAL TROUBLE SHOOTING	7
Relates difficulties in the manufacturing of lumber to improper saw filing or fitting.	
WPP 1201 BASIC STRUCTURE OF WOOD	4
Discusses elementary features of wood structure and relates these to lumber manufacture and use.	
WPP 1202 INTRODUCTION TO HARDWOOD LUMBER GRADING	11
Understanding of hardwood lumber grades, measurement, and inspection of hardwood lumber.	
WPP 1203 INTRODUCTION TO DRY-KILN OPERATION	5
Presents theory of moisture movement in wood and theory of dry-kilns.	
WPP 1204 WOOD IDENTIFICATION	4
Covers identification of the commercially important species of the area.	
WPP 1205 NHLA RULE APPLICATION	11
Memorization of hardwood lumber grading rules and development of speed and accuracy in application of grading rules for Appalachian Hardwood Lumber.	
WPP 1206 DRY KILN OPERATION I	3
Practice in the operation of dry kilns.	
WPP 1207 LUMBER YARD LAYOUT	3
Covers layout of lumber yard for convenience and accessibility as well as air seasoning of lumber.	
WPP 1208 HARDWOOD GRADING PRACTICE	3
Memorization of hardwood lumber grading rules and development of speed and accuracy in application of grading rules for Appalachian Hardwood Lumber.	
WPP 1209 BASIC LUMBER SEASONING AND HANDLING	6
Introductory course including handling and storage of green lumber, air and kiln seasoning, and handling and storage of dry lumber.	
WPP 1210 LOG GRADING AND SCALING	3
Acquaints the student with the theories and practices involved in the grading and scaling of hardwood and softwood logs. Continuation of WPP 1206	
WPP 1211 DRY KILN OPERATION II	3
Instructs the student in techniques and application of high speed drying of softwood lumber.	
WPP 1212 INTRODUCTION TO PINE GRADING	11
Understanding of Pine lumber grades, measurement, and inspection of pine lumber.	
WPP 1213 PINE GRADE APPLICATION	5
Memorization of Pine lumber grading rules and development of accuracy and speed in application of these rules for pine lumber.	
WPP 1214 HIGH SPEED KILN OPERATION	4
WPP 1301 SAWMILL LAYOUT	4
Introduces the student to the areas of sawmill layout and operation and explains relationship of saw-filer to the over-all operation.	

WPP 1302 SAWING PRINCIPLES	5
Teaches principles involved in sawing logs into lumber. Includes both pine and hardwood, and grade recovery.	
WPP 1303 MILLWRIGHT I	8
Covers discussion of and practice in equipment installation, alignment, mill maintenance, welding, trouble-shooting, and safety features in mill operation.	
WPP 1304 INTRODUCTION TO LUMBER GRADING	5
Understanding of lumber grades, both pine and hardwood, measurement and inspection of lumber.	
WPP 1305 SAWMILL MACHINERY AND EQUIPMENT	4
Surveys the field of sawmill machinery and equipment and relates the various individual pieces to the sawmill complex.	
WPP 1306 INTRODUCTION TO SAW-FILING	6
Covers saw-filing and saw-fitting equipment, swaging, shaping, and sharpening saw teeth.	
WPP 1307 MILLRIGHT II	4
Continuation of WPP 1303 Millwright I	
WPP 1308 PRE-SAWING	5
Familiarizes the student with operation of mill equipment prior to actual sawing.	
WPP 1309 SAWING-GRADE RECOVERY AND QUALITY CONTROL	9
Covers sawing of logs as student coordinates operation of head-saw and related equipment. Stresses sawing for grade and high quality of manufacture.	
WPP 1310 EDGING AND TRIMMING	6
Covers theory, equipment, techniques, and practice involved in proper edging and trimming of lumber, to include consideration of grade.	
WPP 1311 PRODUCTION SAWING	6
Incorporates theory and practice of earlier instruction and develops speed.	
WPP 1312 SAWMILL OPERATION PRACTICE	5
Affords opportunity for development of accuracy, speed, and dexterity by the student in the operation of sawmill equipment.	
WPP 1401 DESIGN AND FUNCTION OF PLANER	5
Study of the complete mechanical workings of the planer machine and its parts.	
WPP 1402 PLANER MILL SET UP I	6
Study of correct cutter head and knife set ups for various lumber designs	
WPP 1403 MILLWRIGHT I	6
Covers discussion of/and practice in equipment installation, alignment, mill maintenance, welding, trouble shooting, and safety features in mill operation.	
WPP 1404 LUMBER DIMENSIONS	1 4
Consideration of lumbering standards: widths, lengths, and thickness, as per species and grades.	
WPP 1405 LUMBER PATTERNS	2
Study of the varieties of grooves, patterns, and levels and the tooling required.	

WPP 1406 LUMBER TERMINOLOGY	2
Study of the symbols, abbreviations, and meanings of lumber terminology.	
WPP 1407 PLANER KNIFE GRINDING AND JOINTING	5
The study and procedure of sharpening knife and cutter heads.	
WPP 1408 PLANER FEEDS AND SPEEDS	3
The study of feed and knife speed correlation in relation to job and specie requirements.	
WPP 1409 PLANER MILL SET UP II	6
Actual set up of cutter head and knives for planer mill operation under varying order demands.	
WPP 1410 PLANER MILL OPERATION	6
Actual operation of the planer in lumber production situation.	



This picture shows the late Mr. A. L. Freedlander officially breaking ground for the new HTI campus in October, 1970. It was his generous gift which enabled HTI to get the new campus.

SCHOOL CALENDAR

WINTER QUARTER 1973

Classes Begin	Tuesday, January 2
Last Day to Register, Drop or Add Courses	Tuesday, January 9
Registration for Spring Quarter	Wednesday, Thursday, Friday, March 14, 15, 16
Quarter Ends 5:00 P. M.	Friday, March 16

SPRING QUARTER 1973

Classes Begin	Wednesday, March 21
Last Day to Register, Drop or Add Courses	Wednesday, March 28
Easter Holidays	Friday, April 20, & Monday, April 23
Memorial Holiday	Monday, May 28
Registration for Summer Quarter	Wednesday, Thursday, Friday, June 6, 7, 8
Quarter Ends 5:00 P. M.	Friday, June 8

SUMMER QUARTER 1973

Classes Begin	Monday, July 2
Independence Day Holiday	Wednesday, July 4
Last Day to Register, Drop, or Add Courses	Monday, July 9
Labor Day Holiday	Monday, Sept. 3
Registration for Currently Enrolled Students	Friday, Monday, Tuesday, September 14, 17, 18
Quarter Ends 5:00 P. M.	Tuesday, September 18

FALL QUARTER 1973

Registration for New Students	Monday, September 24
Classes Begin	Tuesday, September 25
Last Day to Register, Drop or Add Courses	Tuesday, October 2
Thanksgiving Holidays	Wednesday, Thursday, Friday, November 21, 22, 23
Registration for Winter Quarter	Wednesday, Thursday, Friday, December 12, 13, 14
Quarter Ends 5:00 P. M.	Friday, December 14

HAYWOOD TECHNICAL INSTITUTE

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